Letter Accepting Verbal Resignation

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Date]

[Employee Name]

[Employee Address]

[City, State ZIP Code]

Dear [Employee Name],

I am writing to confirm our conversation earlier today regarding your verbal resignation from your position as [Position] at [Company Name]. While we are sorry to see you go, we understand and respect your decision.

Your resignation will be effective from [Date], as per your request. Please be advised that you will receive your final paycheck on your last day of work, and any accrued benefits, such as vacation time, will be paid out in accordance with the company policy.

We appreciate the contributions you have made during your time at our company and we wish you all the best in your future endeavors. Please let us know if there is anything we can do to help make your transition as smooth as possible.

If you have any questions or concerns, please do not hesitate to contact me or the HR department.

Sincerely,

[Your Name]