

Notice Period Waived Resignation Acknowledgement

Subject: Acceptance of Resignation and Notice Period Waiver

Dear [Employee's Name],

We acknowledge your resignation submitted on [Date] and accept the same with effect from [Last Working Day]. Based on your request, management has decided to waive your notice period, releasing you earlier than stipulated.

Please ensure that all assigned responsibilities and assets are handed over before your last day.

HR will provide guidance on completing your exit formalities.

We appreciate your contributions during your time at [Company Name] and wish you every success ahead.

Best regards,

[Your Name]

[Your Position]

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