

Declining Counter Offer and Accepting Resignation

Subject: Confirmation of Resignation Acceptance

Dear [Employee's Name],

Following our discussion regarding your resignation and potential counteroffer, we understand your decision to move forward with your resignation. We respect your choice and officially accept your resignation, effective [Date].

While we are sorry to see you go, we are grateful for your hard work and professionalism throughout your time with [Company Name]. Your contributions will be remembered fondly.

We wish you every success in your next opportunity and hope our paths cross again in the future.

Best regards,

[Your Name]

[Your Position]

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