

Immediate Termination Response

Subject: Immediate Acceptance of Resignation

Dear [Employee Name],

Your resignation dated [Date] is hereby accepted, effective immediately.

Due to the sensitive nature of your role and access to confidential information, your employment will terminate today rather than your proposed end date of [Date]. This decision is standard protocol for positions with high-level security clearance.

You will receive full compensation for your intended notice period as outlined in your severance package. HR will contact you today regarding:

- Final paycheck processing
- Benefits continuation options
- Return of all company property
- Non-disclosure agreement reminders

Please gather your personal belongings and coordinate with security for building access termination. A representative will escort you during this process, which is standard procedure and not a reflection of your performance.

Thank you for your service to the organization.

[Your Name]

[Your Title]

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