

Date

Name
Address

Dear _____,

This letter serves as confirmation of your resignation. I received notification via email from you on **date** indicating you resigned your employment.

Consistent with company policy we are accepting your resignation with a final date of employment of **date**.

Your final check will be provided consistent with state law requirements and will be given via your standard method of payment on **date**.

Benefits will cease on **date**, according to company policy and you will be notified separately to the extent required by law of any continuing rights you have under these policies.

Regards,

Supervisor's Signature

Attachments:
Copy of the email communication

CC:
Employee personnel file