**Resignation acceptance letter where employment is immediately ended**

*Allyson Johnson*  
*Director of IT*  
*Evergreen Agency*  
*138 First St.*  
*Kansas City, MO 33538*

*Aug. 29, 2020*

*Brittany Greer*  
*17429 Ash Road*  
*Liberty, MO 33629*

*Dear Brittany,*

*It is with regret that I acknowledge the receipt of your resignation letter dated Aug. 29, 2020, resigning your position as web design specialist with Evergreen Agency, with effect from Sept. 15, 2020.*

*We accept your resignation and, under the circumstances, have decided that we will not require you to work through the duration of your notice period. Therefore, your last day with Evergreen Agency will be today, Aug. 29, 2020.*

*The accounting department has been notified and you will be paid up to and including Sept. 15, when your notice period would have ended.*

*Thank you for your hard work, and we wish you all the best in your future endeavors.*

*Sincerely,*  
*Allyson Johnson*