

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. We accept your resignation from your position as [Employee's Position] at [Company Name], effective [Last Working Day, e.g., two weeks from the date of the letter].

We would like to take this opportunity to thank you for your contributions to the company during your tenure. Your efforts have been greatly appreciated, and you will be missed.

Please let us know how we can assist you during your transition. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]