

Resignation Acceptance Letter

Date: [Insert Date]

To,

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Resignation Date]. We accept your resignation from your position as [Employee's Position] with [Company Name], effective [Last Working Day].

We appreciate the contributions you have made during your tenure, and we wish you well in your future endeavors. In order to ensure a smooth transition, we ask that you complete the following before your departure:

- Complete any outstanding projects and handover necessary documentation to [Colleague/Manager's Name].
- Assist in training your replacement, [Replacement's Name], during your last two weeks.
- Return all company property, including identification badges, keys, and electronic devices.

Your final paycheck will be processed in accordance with company policy, and we will ensure that all benefits are up to date.

Thank you once again for your dedication to [Company Name]. Please let us know if you need any assistance during your transition.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]