

Resignation Acceptance Letter

Date: [Insert Date]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Resignation Letter Date] and we accept your resignation from your position as [Employee's Position] effective [Last Working Day].

We want to take this opportunity to express our gratitude for your contributions to the team. Your hard work and dedication have been greatly appreciated.

As you move on to the next chapter of your career, we wish you all the best in your future endeavors. May success follow you wherever you go!

Thank you once again, and please keep in touch!

Sincerely,

[Your Name]

[Your Position]

[Company Name]