

Resignation Acceptance

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally acknowledge the receipt of your resignation letter dated [Resignation Letter Date]. After careful consideration, I accept your resignation.

Your last working day will be [Last Working Day], and I would like to take this opportunity to thank you for your contributions during your time with us. You will be missed.

Wishing you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]