

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We have received your resignation letter dated [Insert Date] and accept your decision to resign from your position as [Employee's Job Title] at [Company Name]. While we are saddened to see you go, we respect your choice and wish you all the best in your future endeavors.

Your contributions to our team have been invaluable, and we are grateful for the dedication and hard work you have put forth during your time with us. You will be greatly missed by your colleagues and the entire organization.

Please let us know how we can assist you during your transition. We wish you success in your new pursuits.

Thank you once again for your hard work and commitment to [Company Name].

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]