

Resignation Acceptance Letter

Date: [Insert Date]

Dear [Employee's Name],

I am writing to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. While I am saddened to see you leave, I understand and support your decision.

Your contributions to [Company Name] during your tenure have been invaluable. Your dedication and hard work have significantly impacted our [specific projects or initiatives], and your positive attitude has always inspired your colleagues. Your efforts in [describe specific contributions or achievements] have left a lasting legacy within our team.

We wish you the best in your future endeavors and know that you will excel in your next role. Please stay in touch, and remember that you will always be a part of the [Company Name] family.

Thank you once again for your hard work and commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]