

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date], stating your intention to resign from your position as [Employee's Position] effective immediately.

We accept your resignation and understand your decision. We appreciate the contributions you have made during your time with [Company Name], and we wish you all the best in your future endeavors.

Please return any company property in your possession, and let us know if there is anything we can assist you with during your transition.

Thank you for your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]