

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Resignation Date], and we accept your resignation. While we are sad to see you go, we understand and respect your decision.

We are grateful for the contributions you have made during your time with us and want you to know that our doors will always remain open for you.

If you need any assistance during your transition, whether it's job searching or any other support, please do not hesitate to reach out. We are here to help you in any way we can.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]