

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. After careful consideration, we accept your resignation from your position as a part-time employee with [Company Name], effective [Last Working Day].

We appreciate the contributions you have made during your time with us and wish you success in your future endeavors. Please ensure that all your responsibilities are completed before your departure, and feel free to reach out if you need assistance during the transition.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]