

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 are writing to formally acknowledge its acceptance. Your resignation will be effective from [Insert Last Working Day].

We appreciate the contributions you have made during your time with us as a remote worker and wish you all the best in your future endeavors. Please let us know if there is anything we can assist you with during your transition.

Thank you once again for your efforts and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]