

# 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 Date of Resignation Letter] and accept your decision to voluntarily resign from your position at [Company Name]. Your last working day will be [Insert Last Working Day], as per your notice period.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors. Thank you for your hard work and dedication.

Please feel free to reach out if you need any assistance during your transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]