

Acceptance of Resignation

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]. After careful consideration, we accept your resignation from your position as [Employee's Position] with [Company Name], effective [Last Working Day].

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

Please ensure that you complete any outstanding work and return any company property you may have before your departure.

Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]