

Acceptance of Resignation

Date: _____

Employee Name: _____

Employee Address: _____

Dear _____,

We have received your resignation letter dated _____ and would like to formally acknowledge your decision to resign from your position at _____ (Company Name), effective _____ (Last Working Day). We appreciate the notice you have provided and your dedication during your time with us.

Your contributions to the team have been valuable, and we will miss your presence. Please ensure that all outstanding tasks are completed before your departure, and feel free to reach out if you need assistance during this transition.

Thank you once again for your hard work and commitment. We wish you all the best in your future endeavors.

Sincerely,

(Your Name)

(Your Position)

(Company Name)