

Letter of Acceptance of Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received and accepted your resignation letter dated [Insert Date of Resignation Letter]. Your last working day will be [Insert Last Working Day].

We appreciate your contributions to [Company Name] during your time here. Your dedication and efforts have not gone unnoticed, and we wish you all the best in your future endeavors.

If you need any assistance during your transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]