

Resignation Acceptance Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acceptance of Resignation

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Resignation Date]. After reviewing your request, we accept your resignation, effective [Insert Last Working Day].

We appreciate your contributions to [Company Name] during your tenure and wish you all the best in your future endeavors.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]