

Resignation Acceptance Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. After careful consideration, we accept your resignation from your position as Cybersecurity Analyst at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

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

Please ensure that all your responsibilities are handed over appropriately before your departure, and do not hesitate to reach out if you need assistance during this transition.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]