

Resignation Acceptance Letter

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] and would like to formally accept your resignation from your position as Data Scientist at [Company Name]. Your last working day will be [Insert Last Working Day], in accordance with your notice period.

We appreciate your contributions to our team and the valuable insights you have provided during your time with us. We wish you all the best in your future endeavors.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]