

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date] and accept your resignation from the position of Network Engineer at [Company Name]. Your last working day will be [Insert Last Working Day].

We want to take this opportunity to express our gratitude for your contributions to the team during your tenure. Your work has been greatly valued, and you will be missed.

Should you require any assistance during your transition, please feel free to reach out. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]