

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 of Resignation Letter], and after careful consideration, we accept your resignation from your position as Product Manager at [Company Name], effective [Last Working Day].

We would like to take this opportunity to thank you for your contributions during your tenure with us. Your efforts in [mention specific achievements or contributions] have greatly benefited our team and the company.

Should you need any assistance during your transition or in the future, please do not hesitate to reach out. We wish you the best of luck in your future endeavors.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]