

Resignation Acceptance Letter

Date: [Insert Date]

[Project Manager's Name]
[Project Manager's Address]
[City, State, Zip Code]

Dear [Project Manager's Name],

We acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. It is with regret that we accept your resignation from your position as Project Manager, effective [Insert Last Working Day].

Your contributions to [Company/Project Name] have been invaluable, and your leadership has made a significant impact on our team. We appreciate your dedication and hard work during your tenure with us.

We wish you all the best in your future endeavors. Please ensure that all outstanding tasks and responsibilities are completed before your departure.

Thank you once again for your service.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]