

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to formally acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We accept your resignation from your position as Quality Assurance Specialist at [Company Name], effective [Insert Last Working Day].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors. If there is anything we can assist you with during your transition, please do not hesitate to reach out.

Thank you once again for your hard work and dedication to the team.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]