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 we accept your resignation from your position as a Software Developer at [Company Name]. Your last working day will be [Insert Last Working Day].

We want to take this opportunity to thank you for your valuable contributions to our team. Your skills and dedication have greatly impacted our projects, and you will be missed.

Please ensure that all your duties are completed and your responsibilities are transitioned smoothly by your departure date. If you have any questions or need assistance during this period, feel free to reach out.

We wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]