

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 Resignation Date]. We understand your decision to resign from your position as Systems Analyst, and we accept your resignation.

Your last working day will be [Insert Last Working Day], as per your notice period. We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

If you need any further assistance during your transition, please feel free to reach out.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]