

Resignation Acceptance

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], and we would like to formally accept your resignation from the position of UX Designer at [Company Name]. Your last working day will be [Insert Last Working Day].

We appreciate your contributions and dedication during your time with us. Your work on [mention any specific project or accomplishment] has been invaluable to our team.

Please ensure a smooth transition of your responsibilities before your departure. If you need any assistance during this time, feel free to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]