

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally acknowledge receipt of your resignation letter dated [Insert Resignation Date]. We regret to see you go, but we understand and respect your decision.

Your last working day will be [Insert Last Working Day]. We appreciate the contributions you have made during your time with us, especially in your role as a Web Developer. Your skills and dedication have been invaluable to our team.

We wish you all the best in your future endeavors. Please let us know if there is anything we can assist you with during your transition.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]