

Resignation Acceptance Letter

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We have received your resignation letter dated [Insert Resignation Date] and we accept your decision to resign from your franchisee position at [Franchise Name].

We appreciate your efforts and contributions during your time with us and understand your reasons for this decision. Your dedication to our brand has made a significant impact, and we will miss having you as part of our team.

Please ensure that all necessary documentation and accounts are settled by [Insert Final Settlement Date]. If you need any assistance during your transition, feel free to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]