

# 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 Resignation Date] and would like to formally accept your resignation from [Insert Company Name], effective [Insert Last Working Day].

Your contributions to the team have been greatly appreciated, and we wish you all the best in your future endeavors.

Please ensure that you complete any outstanding tasks and return all company property before your departure.

Thank you for your hard work and dedication during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]