

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 I would like to formally acknowledge your decision to resign from your position as [Employee's Position] at [Company Name], effective [Last Working Day].

While we are sad to see you go, we understand and respect your decision. Your contributions to the team and the company have been invaluable, and you will be greatly missed.

Please let us know how we can assist you during your transition. We wish you all the best for your future endeavors.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]