

[Your Company Letterhead] [Date] [Employee Name] [Employee Address] [City, State, Zip Code] Dear [Employee Name], Subject: Acceptance of Resignation I hope this message finds you well. I am writing to formally acknowledge receipt of your resignation letter dated [Date of Resignation Letter], in which you requested to resign from your position as [Job Title] effective [Last Working Day]. After careful consideration, we accept your resignation. While we are saddened to see you leave, we respect your decision and wish you all the best in your future endeavors. Please ensure that all outstanding work is completed by your last day, and do not hesitate to reach out to the HR department for any assistance during your transition. Thank you for your contributions to the team during your time with us. We wish you success in your new endeavors. Best regards, [Your Name] [Your Job Title] [Company Name] [Contact Information]