

Resignation Acceptance Letter

Date: [Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We have received your resignation letter dated [Date of Resignation Letter], and we accept your resignation from the position of [Position Title] at [Company Name]. Your last working day will be [Last Working Day].

We appreciate your contributions to the team and wish you the best in your future endeavors.

If you have any questions regarding the transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]