

Company Name

Company Address

City, State, Zip Code

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Insert Resignation Date]. We accept your resignation and confirm your last working day will be [Insert Last Working Day].

We appreciate your contributions during your time with the Company and wish you the best in your future endeavors.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

Company Name