

Resignation Acceptance

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 Date], and we accept your decision to resign from your position as [Employee's Position] at [Company Name], effective [Last Working Day].

We would like to take this opportunity to thank you for your contributions to our team during your tenure. Your dedication and hard work have been greatly appreciated.

Please let us know if you need any assistance during your transition. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]