

Acceptance of Resignation

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [insert resignation letter date]. After careful consideration, I would like to formally accept your resignation from your position as [Employee's Position] at [Company Name]. Your last working day will be [insert last working day, typically two weeks from the date of the letter].

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors. Please do not hesitate to reach out if you need assistance during your transition.

Thank you once again for your time and efforts at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]