

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Title]

[Company Name]

Dear [Employee's Name],

We have received your resignation letter dated [date of resignation letter] and would like to formally accept your resignation from your position as [Employee's Title] at [Company Name], effective [Last Working Day].

We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

Please feel free to reach out if you need any assistance during your transition.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]