

Official Acceptance of Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. After careful consideration, we accept your resignation from your position as [Employee's Job Title] at [Company Name], effective [Last Working Day].

We appreciate your contributions to the team during your time here and wish you all the best in your future endeavors.

If you have any questions or need assistance during your transition, please do not hesitate to reach out.

Thank you once again for your time and efforts.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]