

Resignation Acceptance Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acceptance of Resignation

Dear [Employee's Name],

We have received and accepted your resignation letter dated [Insert Resignation Date]. Your last working day with us will be [Insert Last Working Day].

We appreciate your contributions during your time at [Company Name] and wish you all the best in your future endeavors.

If you have any further questions or need assistance during your transition, please feel free to reach out.

Thank you and best wishes.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]