

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date], in which you stated your intention to resign from your position as [Employee's Position] at [Company Name].

We accept your resignation, effective [Last Working Day, typically two weeks from the date of resignation]. We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

Please let us know if you need any assistance during your transition.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]