

Acceptance of Resignation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [insert resignation date]. After careful consideration, we accept your resignation from your position as [insert job title] at [Company Name], effective [insert last working day].

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

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]