

Acceptance of Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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

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

Should you need any further assistance or if you would like to maintain contact, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]