

# Acceptance of Resignation

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Resignation Date], and we accept your resignation from the position of [Employee's Position]. Your last working day will be [Insert Last Working Day].

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]