

Acceptance of Resignation

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Thank you for your letter of resignation dated [Date of Resignation Letter]. I have accepted your resignation and your last working day will be [Last Working Day].

While we are sad to see you go, we wish you the best of luck in your future endeavors. Your contributions to our team have been greatly appreciated.

Best wishes for your new journey!

Warm regards,

[Your Name]

[Your Position]

[Company Name]