

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

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

We appreciate your contributions to the team and wish you all the best in your future endeavors. Please feel free to reach out if you need any assistance during your transition.

Thank you for your hard work and dedication during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]