

Formal Acceptance of Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's 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] with [Company Name], effective [Last Working Day].

We sincerely appreciate your contributions to the team and wish you success in your future endeavors. Please ensure that all your responsibilities are handed over before your departure.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]