

Resignation Acceptance Letter

Date: [Insert Date]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. After our discussion regarding your termination, we have accepted your resignation from [Your Position] at [Healthcare Facility Name], effective [Last Working Day].

We appreciate the contributions you have made during your time with us and wish you the best for your future endeavors. If you have any further questions or require assistance regarding your transition, please feel free to reach out.

Thank you for your service and dedication.

Sincerely,

[Your Name]

[Your Position]

[Healthcare Facility Name]

[Contact Information]