

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received and accepted your resignation letter dated [Insert Resignation Date]. We acknowledge that you have fulfilled your final contract obligations as per your agreement with us.

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

If there are any further matters to discuss or if you require assistance during your transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]