

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. Your resignation has been accepted, and your final day of work will be [Insert Last Working Day].

We would like to take this opportunity to thank you for your contributions during your tenure with us. Your efforts have been greatly appreciated, and you will be missed by the team.

Please ensure that all company property is returned before your departure. If you have any questions regarding your benefits or final paycheck, don't hesitate to reach out to our HR department.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]