

Resignation Acceptance Letter

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 Date], and we accept your resignation in accordance with the terms of your employment agreement.

Your last working day will be [Insert Last Working Day], as per the notice period specified in your employment contract.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

If you have any questions or need further assistance during your transition, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]