

Resignation Acceptance

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee Name]

[Employee Position]

[Employee Address]

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Resignation Letter Date], regarding the expiration of your contract on [Contract Expiration Date]. After careful consideration, we accept your resignation.

We appreciate your contributions during your tenure and wish you all the best in your future endeavors.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]