

# 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 dated [Insert Resignation Date]. We accept your resignation due to the completion of your contract with us.

We appreciate your contributions during your time here and wish you all the best in your future endeavors. Your last working day will be [Insert Last Working Day].

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]