

# 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 receipt of your resignation letter dated [Insert Resignation Date], indicating your intent to resign due to the end of your service term with [Company Name].

After careful consideration, we accept your resignation, effective [Insert Last Working Day]. We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

Please ensure that all necessary handover procedures are completed before your last day of work. If you have any questions or require further assistance during this transition, feel free to reach out.

Thank you again for your hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]