

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge receipt of your resignation letter dated [Insert Resignation Date], and we accept your resignation effective as of [Insert Contract End Date]. Thank you for your contributions to [Company Name] during your tenure.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]