

# 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 submitted on [Insert Resignation Submission Date], and we accept your resignation effective immediately as per the terms of your contract.

We appreciate your contributions during your time with [Company Name] and wish you the best in your future endeavors.

Should you require any further assistance regarding your termination, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]