

# 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, effective [Last Working Day], following the successful conclusion of the [Project Name]. We appreciate your contributions to the project and the dedication you have shown during your time with us.

Your expertise and hard work have greatly benefited the team, and we are grateful for your commitment. We wish you the best in your future endeavors, and we trust you will excel in your next position.

Please do not hesitate to reach out if you need any assistance during your transition.

Thank you once again, and good luck with your next adventures.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]