

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [date of resignation letter], and we accept your resignation from [Your Company Name] effective [last working day].

We appreciate the contributions you have made during your time with us. Your efforts have been invaluable, and we wish you all the best in your future endeavors.

Please feel free to reach out to us if you need any assistance or have any questions during your transition. We hope to keep in touch in the future.

Thank you once again, and best of luck in your next chapter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]