

Dear [Employee's Name],

We are writing to formally acknowledge the receipt of your resignation letter dated [Date of Resignation Letter]. After careful consideration, we accept your resignation.

Your last working day will be [Last Working Day], in accordance with the notice period you provided.

We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

Should you need any assistance during your transition, please do not hesitate to reach out.

Thank you for your service to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]