

Resignation Acceptance Confirmation

Dear Team,

We regret to inform you that [**Employee Name**] has submitted their resignation from the position of [**Position**], effective [**Last Working Day**]. We appreciate their contributions to the team and wish them success in their future endeavors.

Please join me in thanking [**Employee Name**] for their hard work and dedication during their time with us. We will be organizing a farewell gathering on [**Date and Time**] to celebrate their achievements and bid them farewell.

Thank you for your understanding and support.

Sincerely,

[**Your Name**]
[**Your Position**]
[**Company Name**]