

Letter of Acceptance of Resignation

Date: **[Insert Date]**

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Date of Resignation Letter], and we accept your resignation from your position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors. Should you need assistance during your transition, please feel free to reach out.

Thank you once again, and we wish you success in your new journey.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]