

Dear [Employee's Name],

We are writing to formally confirm the acceptance of your resignation, submitted on [Date].
Your last working day will be [Last Working Day].

We appreciate your contributions to [Company Name] during your time with us and wish you all the best in your future endeavors. Please ensure that all company property is returned before your departure.

If you have any questions, please feel free to reach out.

Thank you,

[Your Name]

[Your Position]

[Company Name]