

Acceptance of Resignation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [insert date of resignation letter]. We accept your resignation from your position at [Company Name], effective [last working day, typically two weeks from the date of acceptance].

We appreciate your contributions during your tenure and wish you all the best in your future endeavors.

Should you have any questions or need further assistance during your transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]