

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We accept your resignation, effective [Last Working Day].

We want to take this opportunity to express our gratitude for your contributions during your time with us. Your efforts in [mention specific achievements or projects] have significantly impacted our team and the company as a whole.

As you prepare to leave, please let us know how we can assist you in this transition. We wish you all the best in your future endeavors and hope to stay in touch.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]