

# Resignation Acceptance

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [date of resignation letter] and we accept your voluntary resignation from [Company Name]. Your last working day will be [last working day].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Please note that your final paycheck will be processed and made available on your usual payday, which will include any remaining vacation days as per company policy.

If you have any questions or if there's anything further we can assist you with, please feel free to reach out.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]