

# Resignation Acceptance Letter

Date: [Insert Date]

Dear [Employee's Name],

We have received your letter of resignation dated [Insert Date of Resignation Letter] and would like to formally accept your resignation from [Company Name]. Your last working day will be [Insert Last Working Day].

While we are sad to see you go, we want to take this opportunity to express our gratitude for your contributions during your time with us. Your skills and dedication have made an impact, and you will be missed by your colleagues.

As you move forward, we hope to stay connected and maintain a professional relationship. We believe that networking is essential in today's world, and we would be thrilled to hear about your future successes.

Should you need any assistance in your future endeavors, please do not hesitate to reach out. We look forward to staying in touch and wish you all the best in your next chapter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]