

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Date of Resignation Letter]. It is with mixed emotions that we accept your resignation from your position as [Employee's Position], effective [Last Working Day].

We are grateful for your contributions and dedication throughout your time with us. Your hard work and commitment to excellence have made a significant impact on our team.

Please let us know how we can assist you during this transition period. We wish you all the best in your future endeavors and hope to stay in touch.

Thank you once again for your service and commitment.

Sincerely,

[Your Name]
[Your Position]
[Company Name]