

Resignation Acceptance Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hereby acknowledge receipt of your letter of resignation submitted on [Insert Resignation Date], which states your intention to resign from your position at [Company Name] effective immediately.

While we are saddened to see you leave, we respect your decision and accept your resignation. Your contributions during your time with us have been greatly appreciated.

Please return any company property in your possession at your earliest convenience. We wish you all the best in your future endeavors.

Thank you once again for your time and contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]