

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. After careful consideration, we accept your resignation from your managerial position at [Company Name], effective [Last Working Day].

We want to take this opportunity to thank you for your contributions and dedication during your tenure with us. Your efforts in [mention any specific projects or achievements] have positively impacted our team and the company as a whole.

We wish you all the best in your future endeavors and hope that you find success in your next position. Please let us know how we can assist you during your transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]