

Resignation Acceptance Letter

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Employee's Name]

[Employee's Position]

[Company Name]

Dear [Employee's Name],

We have received your letter of resignation dated [resignation date], and we accept your decision to resign from your position as [Employee's Position] at [Company Name]. Your last working day will be [last working day].

We want to take this opportunity to thank you for your contributions during your time with us. Your dedication and hard work have made a positive impact on our team and the organization.

As you move forward in your career, please know that we are here to support you. If you require a reference or any assistance in your future endeavors, do not hesitate to reach out.

Wishing you all the best in your future pursuits. We hope to cross paths again someday.

Sincerely,

[Your Name]

[Your Position]

[Company Name]