

Resignation Acceptance Letter

Date: [Insert Date]

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

Dear [Employee's Name],

We are writing to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. We accept your resignation from your position as a part-time [Job Title] at [Company Name], effective [Last Working Day].

We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors. Please let us know how we can assist you during your transition.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]