

# Resignation Acceptance Letter

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Resignation Date]. We accept your resignation from your position as [Employee's Position] with [Company Name], effective [Last Working Day].

We appreciate your contributions to the team during your time with us. Your skills and efforts have been valuable to our success.

We would also like to request an exit interview to gain insights on your experience with us and to discuss any feedback you may have regarding our organization. Please let us know a convenient time for you to meet.

Thank you once again for your service, and we wish you all the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]