

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Resignation Date]. We accept your resignation from your position as [Employee's Position] at [Company Name], effective [Last Working Day].

Transition Plan Details

To ensure a smooth transition, we would appreciate your assistance with the following:

- Complete all pending projects by [Insert Date].
- Prepare a comprehensive handover document outlining your current responsibilities and ongoing tasks by [Insert Date].
- Assist in training your successor or knowledge transfer sessions scheduled for [Insert Date(s)].
- Return all company property, including [List any specific items], before your departure.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Thank you for your understanding and cooperation during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]