

# Acceptance of Resignation 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 Date] and would like to formally accept your resignation from [Company's Name], effective [Last Working Day].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors. Please ensure that you complete the necessary handover procedures before your departure.

If you have any questions regarding your final paycheck or benefits, feel free to reach out to HR.

Thank you once again for your hard work and commitment.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]