

Voluntary Resignation Acceptance

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your letter of resignation dated [Insert Resignation Date]. We want to acknowledge and accept your resignation from your position at [Company Name], effective [Last Working Day].

We appreciate your contributions during your time at [Company Name] and wish you success in your future endeavors.

If you need any assistance during your transition, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]