

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Date of Resignation Letter] and would like to formally accept your resignation from your position as [Employee's Position] at [Company Name], effective [Last Working Day].

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please ensure that you complete all outstanding tasks and return any company property before your last day.

Thank you once again for your services, and feel free to reach out to us if you need any assistance in the future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]