

# Resignation Acceptance Notification

Date: [Insert Date]

Dear [Employee's Name],

This letter is to formally acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We have accepted your resignation from your position as [Insert Job Title] at [Company Name], effective [Insert Last Working Day].

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

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]