

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 [Date of Resignation Letter] and would like to formally acknowledge its acceptance. Your last working day will be [Last Working Day], as per your notice period.

We appreciate your contributions to [Company's Name] during your tenure and wish you the best in your future endeavors.

Should you need any assistance during your transition, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]