

Notification of 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 Date of Resignation Letter], and we accept your resignation from your position as [Insert Job Title] at [Company Name]. Your last working day will be [Insert Last Working Day], as per the notice period specified.

We appreciate your contributions to the team and wish you all the best in your future endeavors.

Should you need any assistance during your transition or require a reference in the future, please do not hesitate to reach out.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]