

Acceptance of Resignation

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]. We acknowledge your decision to resign from your position as [Employee's Position] at [Company Name]. Your last working day will be [Insert Last Working Day].

We appreciate your contributions to the team and wish you all the best in your future endeavors. Please let us know if there is anything we can assist you with during your transition.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]