

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Acceptance of Resignation**

Dear [Employee's Name],

I am writing to formally acknowledge the receipt of your resignation letter dated [Date of Resignation Letter]. Although I am saddened to see you leave, I respect your decision and accept your resignation from your position as [Employee's Position] at [Company Name].

Your last working day, as per your recommendation, will be [Last Working Day]. We appreciate your contributions to the team and the positive impact you have made during your time with us.

Please keep in touch, and I wish you the best of luck in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]