

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge receipt of your resignation letter dated [Insert Resignation Date]. We accept your resignation and understand that you have decided to terminate your employment with [Company Name] during your probationary period.

Your last working day will be [Insert Last Working Day]. Please ensure that all company property is returned and any outstanding matters are concluded before your departure.

We appreciate your contributions during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]