

Employee Resignation Acceptance

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acceptance of Resignation

Dear [Employee's Name],

We have received and accepted your resignation letter dated [Insert Date]. Your last working day will be [Insert Last Working Day].

While we are saddened to see you go, we understand your decision and wish you all the best in your future endeavors. Your contributions to our team have been invaluable, and you will be greatly missed.

Please ensure that you complete any remaining tasks and assist in the transition process before your departure.

As a token of our appreciation, we'd like to invite you to a farewell gathering on [Insert Date] at [Location/Time]. We hope to celebrate your time with us and wish you well on your new journey.

Best wishes for your future,

Sincerely,

[Your Name]

[Your Position]

[Company Name]