

Resignation Acceptance Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We have received your resignation letter dated [Insert Date], and we accept your resignation from your position as [Employee's Position] at [Company Name], effective [Last Working Day].

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

If you need any assistance during your transition, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]