

[Your Company Name]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received and accepted your resignation letter dated [Date of Resignation Letter]. We understand your decision and want to express our appreciation for your contributions to [Company Name] during your tenure.

We wish you the best of luck in all your future endeavors. Your skills and dedication will surely lead you to success in your next chapter.

If you need any assistance in the transition process or anything else, please do not hesitate to reach out.

Thank you once again, and best wishes for your future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]