

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. While we are saddened to see you go, we respect your decision and wish you all the best in your future endeavors.

Thank you for your contributions during your time with us. Your hard work, dedication, and team spirit have greatly benefited the company, and you will be missed by your colleagues.

We wish you success in your next chapter, and please do stay in touch. If there is anything we can do to assist you during your transition, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]