

# Resignation Acceptance Letter

Dear [Employee's Name],

We have received your resignation letter dated [Date of Resignation Letter]. After reviewing your request, we accept your resignation from the position of [Job Title] effective [Last Working Day].

We appreciate your contributions to the team and wish you success in your future endeavors.

Thank you for your hard work and dedication during your time with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]