

Resignation Acceptance Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Acceptance of Resignation

Dear [Employee Name],

We have received your resignation letter dated [Insert Resignation Date] and would like to formally accept your resignation from the position of [Insert Position] at [Company Name], effective [Insert Effective Date].

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

Please ensure to complete the exit procedures with HR and return any company property before your last working day.

Thank you and best wishes,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]