

Resignation Acceptance Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date]. After careful consideration, we accept your resignation from the position of [Employee's Job Title] effective [Last Working Day].

We appreciate the contributions you have made to [Company Name] during your tenure. Your efforts have made a positive impact on the team, and you will be missed.

We wish you the best in your future endeavors. Please let us know if you need any assistance during your transition.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]