

Resignation Acceptance

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. We accept your resignation and understand your decision to leave [Company Name]. Your last working day will be [Insert Last Working Day].

We would like to take this opportunity to thank you for your contributions to the team and wish you all the best in your future endeavors.

If you need any assistance during your transition, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]