

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally acknowledge receipt of your resignation letter dated [Date of Resignation Letter]. It is with mixed feelings that I accept your resignation from your position as [Employee's Job Title] at [Company Name], effective [Last Working Day].

I want to take this opportunity to express my gratitude for your contributions during your time with us. Your hard work and dedication have greatly impacted our team, and you will be missed.

Please let me know how we can support you during your transition. Wishing you the best of luck in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]