

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I am writing to formally acknowledge the receipt of your resignation letter dated [Date of Resignation Letter]. We accept your resignation from your position as [Employee's Position] at [Company Name], effective [Last Working Day, e.g., two weeks from the date of this letter].

We appreciate the contributions you have made during your time at [Company Name] and wish you all the best in your future endeavors. Please ensure that you complete any remaining tasks and prepare a transition plan for your responsibilities before your departure.

If you have any questions regarding your final paycheck or the exit process, please feel free to reach out.

Thank you once again, and best wishes for your future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Company Name]