

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

[Employee's Name]
[Employee's Position]
[Company Name]
[Company 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]. I accept your resignation from your position as [Employee's Position] with [Company Name], effective [Last Working Day].

We appreciate your contributions to the team during your time here and wish you the best in your future endeavors.

If you need any assistance during your transition, please feel free to reach out.

Best regards,

[Your Name]
[Your Position]
[Company Name]