

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acceptance of Resignation

We acknowledge receipt of your resignation letter dated [Date of Resignation Letter]. This letter is to formally accept your resignation from your position as [Employee's Job Title] at [Company's Name], effective [Last Working Day].

We appreciate the contributions you have made during your time with us.

Your efforts and dedication have been valued, and you will be missed.

Please ensure that all company property is returned by your last working day, and feel free to reach out to HR if you have any questions regarding your final paycheck or benefits.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Contact Information]