

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acceptance of Resignation

I am writing to formally acknowledge the receipt of your resignation letter dated [Date of Resignation Letter]. After careful consideration, we accept your resignation from your position as [Job Title] at [Company Name], effective [Last Working Day, e.g. two weeks from the date of the letter].

We appreciate your contributions to the team during your time with us. Your efforts have greatly impacted our success, and you will be missed. Please ensure that you complete all necessary exit procedures before your departure, including the return of company property and the completion of any outstanding tasks.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]