

[Your Name]
[Your Position]
[Company Name]
[Company 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 the receipt of your resignation letter dated [Resignation Letter Date]. After careful consideration, I accept your resignation from your position as a security guard at [Company Name], effective [Last Working Day].

We appreciate the contributions you have made during your time here and wish you the best in your future endeavors. Please ensure that all company property is returned and that any outstanding paperwork is completed before your departure.

If you need any assistance during your transition, please do not hesitate to reach out.

Best regards,

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