

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acceptance of Resignation

We have received your resignation letter dated [date of resignation letter], and we would like to formally acknowledge and accept your resignation from your position as [Employee's Position] at [Company Name]. Your last working day will be [last working day, according to notice period].

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors. Please ensure that all necessary handover tasks are completed before your departure.

If you have any questions or need assistance during this transition, please do not hesitate to reach out.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]