

Company Resignation Acceptance Notice

Date: _____

To:

Employee Name: _____

Employee ID: _____

Department: _____

Dear _____,

This letter is to formally acknowledge and accept your resignation from your position at [Company Name], effective from _____. We thank you for your contributions to the organization and wish you the best in your future endeavors.

Please ensure all company property is returned and necessary clearances are completed before your last working day.

Sincerely,

[Authorized Signatory]

[Designation]

[Company Name]