

Company Name
Company Address
City, State, ZIP Code

[Date]

[Employee Name]
[Employee Position]
[Department]

Subject: Acceptance of Resignation

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Resignation Letter Date], and we regretfully accept your resignation from the position of [Employee Position], effective [Last Working Day, e.g., DD/MM/YYYY].

On behalf of [Company Name], I would like to thank you for your contributions during your tenure with us. We appreciate your efforts and dedication to your role and the team.

Please coordinate with the HR department regarding the completion of your exit formalities and the handover process.

We wish you the very best in your future endeavors.

Sincerely,

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