

Company Name
Company Address Line 1
Company Address Line 2
Date: _____

To,
Employee Name
Employee Designation
Department

Acceptance of Resignation

Dear Employee Name,

We acknowledge receipt of your resignation letter dated _____. We hereby accept your resignation from the position of _____, effective from _____.

We would like to thank you for your contributions and efforts during your tenure with our organization. We wish you all the best in your future endeavors.

Kindly ensure that all handover processes are completed and company property is returned prior to your last working day.

Sincerely,

Authorized Signatory
Human Resources Department