

Date: _____

To,
Employee Name
Employee Designation
Department

Subject: Acceptance of Employee Separation

Dear Mr./Ms. Employee Name,

This letter is to formally acknowledge and accept your notice of separation received on _____. Your resignation from the position of _____ in the _____ department will be effective from _____.

We take this opportunity to thank you for your contributions and dedicated service during your employment period with us. We wish you success in your future endeavors.

Please ensure the completion of all separation formalities, including the handover of company property, documents, and pending tasks, if any.

Should you require any further information or have any queries, please feel free to contact HR.

Wishing you all the best.

Sincerely,

Authorized Signatory
Designation
Company Name