

[Date]

[Employee Name]
[Employee Position]
[Department]
[Company Name]

Subject: Voluntary Resignation Acceptance Letter

Dear [Employee Name],

This letter serves as an official acknowledgment and acceptance of your resignation received on [Date of Resignation Letter]. Your resignation from the position of [Employee Position], effective [Last Working Day], has been duly noted and accepted.

We thank you for your contributions during your tenure with [Company Name]. We wish you the very best in your future endeavors.

Please reach out to the HR department to complete any remaining clearance formalities.

Sincerely,

[Manager Name]
[Manager Position]
[Company Name]