

[Current Date]

[Employee Name]  
[Employee Address]

Dear [Employee Name],

I am writing to formally accept your resignation from the position of [Job Title], effective [Employee's Last Working Day].

We appreciate the contributions you have made during your time with [Company Name]. We wish you the very best in your future professional endeavors.

Please coordinate with the Human Resources department regarding the finalization of your payroll, benefits, and the return of company property.

Sincerely,

[Your Signature]

[Your Name]  
[Your Job Title]  
[Company Name]