

[Current Date]

[Employee's Full Name]

[Employee's Job Title]

[Department]

Subject: Acceptance of Resignation

Dear [Employee Name],

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

We appreciate the notice you have provided and thank you for your contributions to [Company Name] during your tenure. We wish you the very best in your future professional endeavors.

Human Resources will contact you shortly regarding the off-boarding process, including the return of company property and the settlement of final benefits.

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company Name]