

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your part-time position as [Job Title] at [Company Name].

As per your resignation letter, your final day of employment will be [Last Working Date].

We appreciate the contributions you have made during your time with us. On behalf of the team, I would like to thank you for your hard work and wish you the very best in your future endeavors.

Regarding your final arrangements, [Department Name/HR] will contact you shortly to discuss the return of company property and the processing of your final pay.

Sincerely,

[Your Name]

[Your Title]

[Company Name]