

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

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 accept your resignation with a mix of regret and gratitude. On behalf of the entire team at [Company Name], I want to thank you for your hard work, dedication, and the many contributions you have made during your tenure here. It has been a pleasure working with you, and we have truly valued your professionalism and positive attitude.

Regarding your transition, [Name of Contact Person/HR] will reach out to you shortly to discuss the final administrative details, including the return of company property and your final compensation package.

We wish you the absolute best in your new endeavor. We are confident that you will find great success in your future career path. Please do stay in touch.

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company Name]