

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

[Employee Name]
[Employee Job Title]
[Company Name]

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].

It is with genuine regret that we accept your departure. We have truly valued your contributions to the team and your dedication to [Company Name] during your tenure. Your professionalism and hard work will be missed by your colleagues and the management alike.

Regarding the transition, we will coordinate with you to ensure all pending tasks are handed over and company property is returned by your final date. Please let us know if there is anything we can do to support you during this period.

We wish you the very best of luck in your future professional endeavors and thank you for your service.

Sincerely,

[Your Signature]
[Your Printed Name]