

[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].

It is with genuine regret that we accept your departure. We have truly valued your contributions to the team, and your professionalism and dedication have had a significant impact on [Company Name]. Your presence will be missed by your colleagues and management alike.

We understand your decision to move on to the next chapter of your career and wish you nothing but the very best in your future endeavors. Please let us know how we can assist in ensuring a smooth transition of your current responsibilities during your remaining time with us.

Thank you for your service and for being a valued member of our organization.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]