

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation

Dear [Employee Name],

We are writing to formally acknowledge and accept your letter of resignation dated [Date of Resignation Letter] for the position of [Job Title].

It is with sincere regret that we accept your departure. We have valued your contributions to the team and appreciate the dedication you have shown during your time with [Company Name]. Your hard work and professionalism have been an asset to the organization.

As per your notice, your final day of employment will be [Last Working Day].

In the coming days, the Human Resources department will provide you with information regarding the off-boarding process, including details on final pay, benefits, and the return of company property. Please ensure that all pending tasks and documentation are handed over to [Manager Name] prior to your departure.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]