

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Job Title]  
[Department]

Dear [Employee Name],

Please accept this letter as formal notification that we have received and accepted your resignation from the position of [Job Title], effective [Employee's Last Working Day].

It is with sincere regret that we accept your departure. We have truly valued your contributions to the [Department] team. Your professionalism, dedication, and the high quality of work you delivered during your tenure at [Company Name] have been greatly appreciated by leadership and your colleagues alike.

We are sorry to see you go, but we respect your decision to move on to the next chapter of your career. We wish you nothing but the very best in your future endeavors.

Regarding your transition, Human Resources will contact you shortly to provide information concerning final pay, benefits status, and the standard exit interview process. Please ensure that all company property is returned by your final day.

Thank you again for your hard work and commitment. We wish you continued success.

Sincerely,

[Signature]  
[Name of Manager/HR Representative]  
[Title]