

[Current Date]

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

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from the position of [Job Title], effective [Employee's Last Working Day].

It is with genuine regret that we receive this news. We have truly valued your contributions to the [Department Name] team during your [Number] years/months with [Company Name]. Your professionalism, dedication, and [mention a specific strength, e.g., technical expertise] have been an asset to the organization.

We understand your decision to move on to [mention reason if known, e.g., a new opportunity / further your education] and wish you the very best in your future endeavors. Please let us know how we can assist with the transition of your current projects during your remaining time here.

Regarding the offboarding process, the HR department will contact you shortly to discuss final pay, benefits, and the return of company property.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]