

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Formal Acceptance of Resignation

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 sincere regret that we accept your departure. We have greatly valued your contributions to the team and your dedication to [Company Name] during your tenure. Your professionalism and hard work have made a significant impact on our operations.

Over the coming weeks, we will coordinate with you regarding the handover of your current projects and the return of any company property. Please let us know if there is anything we can do to assist you during this transition.

On behalf of the entire company, I would like to thank you for your service and wish you the very best in your future endeavors.

Sincerely,

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