

[Company Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are 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 sincerely valued your contributions, professionalism, and the positive impact you have made on the team during your time with [Company Name]. Your presence will be greatly missed by your colleagues and management alike.

Regarding your transition, the Human Resources department will contact you shortly to provide information regarding your final paycheck, benefits status, and the standard exit interview process. Please ensure that all company property is returned to [Department/Person] by your final day.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]