

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

[Employee Name]
[Employee Title]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title] at [Company Name], effective [Last Working Day].

It is with a great deal of regret that we accept your departure. Your contributions to the team, particularly your work on [mention a specific project or achievement], have been invaluable. We have truly appreciated your dedication, professionalism, and the positive impact you have had on the department during your time with us.

While we are sorry to see you go, we respect your decision and wish you the very best in your future endeavors. Please let us know how we can assist with the transition of your responsibilities during your final weeks.

Regarding the offboarding process, [HR Department Name/Contact Person] will be in touch 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 in your career.

Sincerely,

[Your Signature]
[Your Printed Name]