

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Date].

We received your notification with a sense of regret. We would like to express our sincere gratitude for the contributions you have made during your tenure with [Company Name]. Your professionalism and dedication have been greatly valued by your colleagues and the management team.

Regarding your departure, the Human Resources department will contact you shortly to coordinate the offboarding process, including the return of company property and the finalization of your benefits and final compensation.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]