

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

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

Dear [Employee Name],

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

It is with sincere regret that we accept your departure. We have truly valued your contributions to the [Department] department and the dedication you have shown during your time with [Company Name]. Your hard work and professionalism have been an asset to the team.

Regarding your transition, Human Resources will contact you shortly to coordinate the return of company property and to discuss final compensation and benefits information. Please let us know if there is anything we can do to support you during your final weeks here.

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

Sincerely,

[Your Signature]

[Your Name]
[Your Title]