

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We received your notice with regret. On behalf of the company, I would like to express our sincere appreciation for your contributions and the professional standard you maintained during your tenure at [Company Name]. Your presence in the [Department Name] team will be missed.

Regarding your departure, the Human Resources department will contact you shortly to schedule an exit interview and to provide details concerning your final pay, benefits status, and the return of company property.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]