

[Current Date]

[Employee Name]
[Employee Job Title]
[Company Name]

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].

It is with sincere regret and a heavy heart that we receive this news. Your contributions to [Department/Company Name] over the past [Number] years/months have been invaluable. We have truly appreciated your professionalism, dedication, and the positive impact you have had on our team.

While we are sorry to see you go, we respect your decision and wish you nothing but the absolute best in your future endeavors. Please let us know how we can assist in making this transition as smooth as possible.

Thank you again for your hard work and commitment. You will be greatly missed.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]