

[Current Date]

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

Subject: Acceptance of Resignation

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 appreciate the notice you have provided, which allows us to plan for the transition. We would like to thank you for your contributions to [Company Name] during your tenure and for your professional approach to your responsibilities.

Regarding the transition period, we will coordinate with you to ensure all pending tasks are handed over and all company property is returned by your final day. You will receive separate information regarding your final paycheck and any accrued benefits.

We wish you the very best in your future professional endeavors.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]