

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

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

We received your notice regarding your need to focus on your recovery following your recent surgery. While we are sorry to see you leave, we fully understand and support your decision to prioritize your health and long-term well-being at this time.

We appreciate the contributions you have made to [Company Name] during your tenure. Your dedication has been valued by the entire team, and you will be missed.

Regarding your transition, the Human Resources department will contact you shortly to provide information concerning your final paycheck, benefits status, and any necessary paperwork related to your departure.

We wish you a smooth and speedy recovery. We hope for your continued health and success in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]