

[Current Date]

[Employee Name]

[Job Title]

[Department]

Subject: Acceptance of Resignation

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].

We appreciate the time you took to discuss our counteroffer. While we would have welcomed your continued contribution to [Company Name], we respect your decision to decline the offer and pursue a new opportunity.

We would like to thank you for your hard work and dedication during your tenure with us. We wish you the very best in your future professional endeavors.

Regarding your departure, the Human Resources department will contact you shortly to coordinate the offboarding process, including the return of company property and the finalization of your benefits.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]