[Date]

[Executive Name]
[Job Title]
[Company Name]

Dear [Executive Name],

This letter serves as formal acknowledgment and acceptance of your resignation from your position as [Job Title], effective [Last Working Date].

On behalf of the Board of Directors and the entire company, I would like to thank you for your leadership and the significant contributions you have made during your tenure. Your impact on [Specific Department or Company Initiative] has been greatly appreciated.

We will coordinate with you over the coming weeks to ensure a smooth transition of your responsibilities. Please contact the Human Resources department regarding the finalization of your benefits and the off-boarding process.

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

Sincerely,

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