

[Current Date]

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

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 will allow us to manage the transition of your responsibilities. Please coordinate with [Manager Name/HR Department] regarding the return of company property and the completion of any final administrative tasks.

On behalf of [Company Name], I would like to thank you for your contributions during your time with us. We wish you the very best in your future endeavors.

Sincerely,

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