

[Current Date]

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

Dear [Employee Name],

This letter is to formally confirm the acceptance of your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We appreciate the notice you provided and understand your decision to move on to new opportunities. On behalf of [Company Name], I would like to thank you for your contributions and hard work during your time with us.

Regarding your departure, [HR Representative Name] will contact you shortly to coordinate the return of company property and to discuss final pay, benefits, and the exit interview process.

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

Sincerely,

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