

Accepting Employee Resignation with Regret

Dear [Employee Name],

It is with great regret that I accept your resignation from your position as [Job Title] which you submitted earlier on [Date].

I appreciate the early notice and the effort that you put to hand over your responsibilities in a smooth and transparent way.

As per the company's policies and our agreement, your last working day will be [Date].

We wish you the best of luck.

Best Regards