

Formal resignation acceptance letter

Subject: Acceptance of Resignation with Regret

Dear [Employee's Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Day]. While we respect your decision, it is with genuine regret that we part ways with a valued member of our team.

Your contributions over the years, particularly in [specific project or achievement], have left a lasting impact. You have been an integral part of our success, and your professionalism and dedication will be missed greatly by both your colleagues and the management.

We sincerely wish you the very best in your future endeavors. Please let us know how we can support you during this transition. Do stay in touch, as we would be delighted to hear of your continued success.

With gratitude and best wishes,

[Your Name]

[Your Job Title]

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