

Official Resignation Acceptance Letter

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Day]. While we are sad to see you leave, we respect your decision and wish you the best in your future endeavors.

Please ensure that all pending tasks are completed and company property returned before your final day. HR will contact you to discuss your final paycheck and exit process.

Thank you for your contributions during your time with us. We wish you continued success.

Sincerely,

[Manager's Name]

[Company Name]

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