

Resignation Acceptance Letter

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter acknowledges receipt of your resignation letter dated [Date] and confirms acceptance of your resignation from the position of [Job Title] effective [Date].

We respect your decision and appreciate the [duration] of dedicated service you have provided to [Company Name]. Your contributions to [specific projects or achievements] have been valuable to our team.

Please work with [HR Contact] to complete the transition process, including training your replacement and transferring ongoing projects. Your final paycheck will include payment for unused vacation days as outlined in our employee handbook.

We wish you continued success in your future endeavors and hope you'll stay in touch.

Warm regards,

[Manager Name]

[Title]

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