

Employment Termination Acceptance Letter

Dear [Employer],

I am writing to confirm that I have received your letter terminating my employment effective [date].

While I am disappointed to be leaving the company, I accept the decision and understand that it is in the best interests of both the company and myself.

I would like to take this opportunity to express my gratitude for the opportunity to work with such a great team and to learn from such talented individuals. I have gained valuable skills and experience during my time here, which I will carry with me throughout my career.

I will ensure that I complete all outstanding tasks and projects before my departure, and I am willing to provide any assistance required during the transition period. Please let me know if there is anything else that I can do to help.

Thank you again for the opportunity to work with the company. I wish the company and my colleagues all the best for the future.

Sincerely,

[Your name]