

Quick Acknowledgment Resignation Acceptance Email

Subject: Resignation Accepted

Dear [Employee's Name],

This is to confirm that your resignation dated [Date] has been accepted. Your last working day will be [Last Working Day]. Kindly complete all clearance and handover procedures by then.

Thank you for your services and wishing you the best ahead.

Regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/resignation-acceptance-and-relieving-letter-format>