

Simple Resignation Acceptance Message

Subject: Your Resignation Accepted

Dear [Employee's Name],

Your resignation has been accepted, and your last working day is confirmed as [Last Working Day].

Please finish your tasks and complete handover before then.

Wishing you good luck in your next opportunity.

Best,

[Your Name]

Get more templates here:

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