

Resignation Acceptance Letter From Manager

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Resignation Acceptance

I hope this letter finds you in good health and high spirits. I am writing to formally acknowledge and accept your resignation from your position as [Your Employee's Job Title] at [Company Name], effective [Last Working Day], as communicated in your resignation letter dated [Resignation Date].

While it saddens us to see a valued team member leave, we understand that opportunities for personal and professional growth sometimes lead us in different directions. I want to express my appreciation for your contributions and dedication during your tenure with [Company Name]. Your hard work and commitment have been instrumental in the success of [your team or department], and your absence will undoubtedly be felt.

Please know that you have left a positive impact on the team, and your efforts have been recognized and appreciated by both management and your colleagues. We wish you all the best in your future endeavors and have no doubt that you will excel in your new endeavors as well.

As you prepare to transition to your new role, we will do our best to ensure a smooth handover

process. Should you need any assistance or support during this period, please do not hesitate to reach out to me or anyone on the team.

Additionally, please make sure to complete any pending tasks and hand over any relevant information or files before your departure date to facilitate a seamless transition.

On behalf of [Company Name], I extend my gratitude for your service, and I hope our paths cross again in the future.

Thank you once again for your dedication and commitment. Wishing you success and fulfillment in all your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]