

Formal acceptance of resignation

Subject: Acceptance of Resignation

Dear [Employee Name],

I have received and reviewed your resignation letter dated [Date]. This is to formally acknowledge and accept your resignation from your position as [Position] at [Company Name], effective [Last Working Day].

We appreciate your contributions to the team and wish you the best in your future endeavors.

Please ensure all pending tasks are completed and handover processes are followed before your departure.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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