

Official and formal acceptance for HR record

Subject: Official Resignation Acceptance

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Date]. This is to formally accept your resignation from your position at [Company Name], effective [Last Working Day].

Please ensure all company property is returned, and any outstanding tasks are completed. We wish you continued success in your future endeavors.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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