

Acceptance of Resignation Letter

Dear [Employee Name]

In response to your resignation letter, which you submitted on [some date], I want to inform you that we accepted your resignation and will release you of your duties on [some date], which will be your last working day. Thank you for the early notice. We appreciate your full cooperation in the remaining period in order to transfer your tasks and duties in the smoothest way possible. We will happily issue a recommendation letter should you require one. Thank you very much for your work and dedication and good luck in your future job.

Best Regards