

Acceptance of Resignation Letter and Thank You

Dear [Employee Name]

This letter is a confirmation of my receipt and acceptance of your resignation which you submitted on [some date]. While I would have preferred that we continue our fruitful cooperation for a longer period of time, I find your reasons to be legitimate enough and consequently understand your decision.

I appreciate the early notice and would like to thank you for years of commitment and dedication. Finding a suitable replacement will not be an easy task. Please continue to perform at your peak and help us in transferring your responsibilities as needed. Good luck in your next challenge.

Best Regards