

Acceptance of Resignation Letter

Dear [Employee Name]

I am really sorry about your decision to quit your job. You know very well how important you are for us and how much we value your work. I really hope that we can extend our cooperation for the benefit of all. Please tell me if there's anything that I can do to change your mind. It's always a pleasure to have talented and enthusiastic members like yourself in our team. Thank you for your work and effort.

Best Regards