

Acceptance of Resignation Letter

Dear [Employee Name]

I was a little surprised to receive your resignation letter earlier given the excellent relationship that we had. I just want to let you know that your expertise and skills are well recognized here, and if there is anything that we can do to change your mind, please inform us.

If your decision is final, than I can only wish you the best in your next endeavor and hope that you'll reach the goals that you've set for yourself. Thank you for your work and efforts.

Best Regards