

Acceptance of Resignation Letter with Appreciation

Dear [Employee Name]

I'm really sorry that you've decided to leave [company X] to peruse career development somewhere else. I was hoping that you would stay for a longer period of time but I totally understand your concerns and respect your decision. Your resignation has been accepted.

I would like to take this opportunity to thank you for your dedication. You have always been an excellent employee and will continue to be so till the last moment. Good luck in your next adventure.

Best Regards