

Resignation Acceptance Letter

Dear [Employee Name]

We are really sorry that you have decided to leave [company name], but we can only respect your will and wish you the best in your next endeavor. We would also like to thank you for your efforts while you were at [company name].

We appreciate the early notice and your commitment to hand over your duties as complete as possible. It is always difficult to replace hardworking and dedicated employees like yourself.

We wish you the best of luck.

Best Regards