

Resignation Acceptance Letter

Dear [Employee Name]

This is to confirm the acceptance of your resignation which we received on [some date]. In accordance with to your contract, your last working day will be [some date]. We are sure that you will continue to perform to your best abilities for the remaining period as you have always done.

It has been a pleasure working with you. [Company name] would like to thank you for your service and efforts and wishes you the best of luck in your future endeavors.

Best Regards