

Resignation Acceptance Letter

Dear [Employee Name]

We have received your resignation [letter / email] dated [some date]. Your resignation has been accepted. As per your employment contract, your notice period ends on [some date] which will be your last working day.

We trust that you will maintain your high level of performance up to the last moment and will hand over your duties in a seamless way. We can only thank you for your time here and wish you the best of luck in your next job.

Best Regards