

Resignation Acceptance and Approval Letter

Dear [Employee Name]

We acknowledge the receipt of your resignation letter on [date]. We do understand the reasons leading to your decision and we can only support you in what you want. We wish to inform you that your resignation has been accepted and your last working day will be [date].

We are confident about your commitment to high-quality work until the end. Please make sure to hand over your duties as smoothly as possible.

We appreciate the work you have done here and wish you the best in your next challenges. We will happily provide a recommendation letter if you require so.

Best Regards