

Resignation Acceptance Letter from HR

Dear [Employee Name]

We are sorry that you have decided to resign from your job as [job title] from [company name]. While we understand the reasons leading to your decision, we could only have hoped to keep a dedicated and a hardworking employee like yourself for many more years. Now we can only thank you for your time here and wish you success in your next challenge. We will happily provide a recommendation letter if you require so.

This letter signifies our acceptance to your resignation. Your last working day will be [some date].

Good Luck

Best Regards