

Professional Acceptance Response

Subject: Acceptance of Your Resignation

Dear [Employee Name],

I acknowledge receipt of your resignation letter dated [Date], with your last working day being [Date]. After careful consideration, I accept your resignation from your position as [Job Title].

We appreciate the [Duration] years of dedicated service you have provided to [Company Name]. Your contributions to [Specific Projects/Achievements] have been valuable to our organization's success.

During your remaining time with us, please work with [HR Manager/Supervisor] to ensure a smooth transition of your responsibilities. We will arrange for knowledge transfer sessions and documentation of ongoing projects.

Your final paycheck, including accrued vacation time and benefits information, will be processed according to company policy. Please coordinate with HR regarding the return of company property and completion of exit procedures.

We wish you success in your future endeavors and thank you for your professionalism during this transition period.

Best regards,

[Your Name]

[Your Title]

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