

Termination Acceptance Letter By Employee

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally accept the termination of my employment with [Company Name], effective [Last Working Day]. While I am saddened by the end of my tenure at the company, I understand and respect the decision that has been made.

I would like to take this opportunity to express my gratitude for the opportunities I have been given during my time at [Company Name]. The experience and knowledge I have gained have been invaluable to my personal and professional growth. I am proud to have been a part of a team that is dedicated to excellence and innovation.

I am committed to ensuring a smooth transition of my responsibilities to my colleagues before my departure. Please let me know if there are any specific tasks or projects that you would like me to focus on during this transitional period.

I will return all company property and complete any necessary paperwork as per company policy. Please provide me with any guidelines or procedures I need to follow in this regard.

Once again, I want to thank you and the entire [Company Name] team for the support, guidance, and camaraderie I have experienced during my time here. I wish the company continued success

and growth in the future.

Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you have any further instructions or need to reach me for any reason.

Sincerely,

[Your Signature]

[Your Printed Name]

[Optional: Employee ID or Employee Code]

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