

Professional, Formal Termination Acceptance

Subject: Acceptance of Termination

Dear [Manager's Name],

I acknowledge the receipt of your termination notice dated [Date]. I accept the decision and understand that my employment with [Company Name] will end on [Last Working Day].

I am grateful for the opportunities and experience I gained while working at [Company Name].

Please let me know about any formalities I need to complete before my departure.

Sincerely,

[Your Name]

[Employee ID / Department]

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