

Termination Acceptance Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the termination of my employment as [position] with [Company Name]. I understand and accept the decision made by the company regarding my termination.

I want to take this opportunity to express my gratitude for the opportunity to work with such a great organization. During my tenure, I have learned a lot, and the experience has been invaluable in my professional development. I appreciate the support and guidance that I have received from my colleagues and management during my time here.

I assure you that I will do everything within my power to make the transition as smooth as possible. I will complete all my pending tasks and ensure that all projects are handed over to my colleagues without any hiccups. I will also return any company property that is in my possession.

Once again, thank you for the opportunity to work with [Company Name]. Please let me know if there is anything else I can do to make the transition smoother.

Sincerely,

[Your Name]

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