

[Date]

[Employee Name]

[Employee Address]

[City, State ZIP Code]

Dear [Employee Name],

This letter is to formally acknowledge receipt of your resignation letter dated [Date of Employee's Resignation Letter]. We accept your resignation from your position as [Employee Position] with [Company Name], effective [Last Working Day, e.g., June 30, 2024].

We would like to take this opportunity to thank you for your contributions and service during your time with us. Your efforts and dedication have been greatly appreciated, and we wish you success in your future endeavors.

Please coordinate with your supervisor and the Human Resources Department to ensure a smooth transition of your current responsibilities and to complete all necessary exit formalities prior to your last working day.

Should you have any questions regarding your transition or final pay and benefits, please do not hesitate to contact us.

Once again, thank you for your service to [Company Name]. We wish you all the best in your future pursuits.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]