**[Your Company Name]**

[Your Address]

[City, State ZIP Code]

[Date]

**[Employee Name]**

[Employee Address]

[City, State ZIP Code]

**Dear [Employee Name]**,

I am writing to formally accept your resignation as **[Position Name]** from **[Company Name]**. We thank you for your efforts during your time with us and wish you the best in your future pursuits.

According to our conversation, your last day of work will be **[Last Day of Work]**. Please ensure that all relevant papers and duties are completed and turned in by that date.

We recognize that this was a challenging decision for you, and we appreciate your time and hard work with us. We appreciate all you've done and wish you the best in your future efforts.

Please let us know if there is anything we can do to help you through this transition. We are here to assist you.

**Sincerely,**

**[Your Signature]**

**[Your Typed Name]**

**[Your Title]**

**\*It is crucial to note that, depending on the company's regulations, the employee may be required to sign and submit the resignation acceptance letter to affirm acceptance of the terms and circumstances of the resignation.**