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When an employee submits a letter of resignation, responding with a formal written resignation acceptance letter allows you to acknowledge receipt of their letter and confirm their last date of employment. Understanding the key components to include in a resignation acceptance letter can make it easier to write one yourself. In this article, we
discuss what a resignation acceptance letter is and how to compose one. We also provide bonus tips, a template, and examples to help you write one easily. What is a Resignation Acceptance letter? A resignation acceptance letter? A resignation acceptance letter formally acknowledges an employee's request to resign. This letter allows the employer to recognize the employee's
contributions to the company and extend best wishes for their future endeavors. It also communicates critical information, such as whether the employee is expected to work through the notice period or if the resignation gracefully helps your employee
feel supported as they move on to a new role. Leaving them with a positive impression of your company can enhance your reputation acceptance letter should: Follow a professional business letter format. Acknowledge your acceptance of the resignation. Confirm their
final date of employment. Express understanding of their decision to move on. Consider the resignation acceptance letter as a formal record of the interaction, which provides a clear record of
when and why the employee left the company. Do's for Drafting Your Acceptance Letter: Send a copy via email. Retain a copy for your records. Use formal language and formatting. Use an appropriate and specific subject line. Proofread your letter. Invite them to use you as a reference (if you're willing). Invite them to connect on LinkedIn or provide
your personal email for future contact (if comfortable). Don'ts for Drafting Your Acceptance Letter: Use casual or conversational language. Send it as a reply to another email from the employee. Use emojis. Be too long-winded (keep the letter concise). Resignation Acceptance Letter Template Sample 1: Standard Acceptance of Resignation Letter Dear
[Employee's Name], I am writing to formally acknowledge and accept your resignation from your position as [Employee's Position], effective [Last Working Day], as stated in your letter dated [Resignation to move forward with new opportunities. Over the years, you have been an invaluable
member of our team, and your contributions have greatly impacted [Company Name]. Your dedication to [specific projects or roles] has been commendable, and your assistance in ensuring a seamless transition. Please focus on
completing your current projects and work closely with [Successor's Name] to hand over your duties. It is crucial that all documentation, including project files and client information, is thoroughly updated and transferred. Our Human Resources department will coordinate with you to facilitate the exit process. They will provide you with details
regarding your final paycheck, including any remaining leave entitlements and benefits. You will also be required to return any company property, such as your last working day. We would like to take this opportunity to thank you for your hard work and dedication to [Company Name].
Your presence in the office has always been a positive influence, and your colleagues have greatly appreciated your teamwork and support. We wish you all the best in your future endeavors and hope that you achieve great success in your next role. Should you need any references or assistance in the future, please do not hesitate to reach out. You
will always be a valued member of the [Company Name] family. Sincerely, [Your Name] [Your Title] Sample 2: Acceptance of your resignation with Immediate Effect Dear [Employee's Position], effective immediately, as stated in your resignation
letter dated [Resignation Letter Date]. While your immediate departure is unexpected, we respect your decision. We request that you return all company property, including your ID card, laptop, and any other equipment, to the HR department before leaving. Additionally, please ensure that all ongoing projects and tasks are handed over to
[Colleague's Name] or [Manager's Name] to ensure a smooth transition. HR will contact you shortly to discuss the details of your final paycheck, including any accrued leave and other entitlements. They will also guide you through the necessary exit procedures and address any questions you might have. We appreciate your contributions to [Company
Name] and regret that we could not continue our professional relationship longer. We wish you all the best in your future endeavors and hope you find success and fulfillment in your next role. Best regards, [Your Name] [Your Title] Sample 3: Acceptance of Resignation for Career Advancement Dear [Employee's Name], I am writing to formally
acknowledge and accept your resignation from your position as [Employee's Position], effective [Last Working Day], as mentioned in your resignation Letter Date]. We understand that you have decided to move on for career advancement opportunities, and we fully support your decision. We are proud to have had you as part
of our team and appreciate the hard work and dedication you have demonstrated over the past [Duration of Employment]. Your contributions, particularly in [specific projects or roles], have been instrumental in our success. During your notice period, please prioritize the handover of your current responsibilities and projects to [Colleague's Name]. It
would be beneficial to schedule a series of meetings with your team and any stakeholders to ensure a smooth transition. Additionally, documenting your processes and key contacts will be invaluable for your successor. HR will reach out to you to complete the exit process, including details on your final paycheck, remaining leave entitlements, and the
return of company property. They will also provide guidance on any benefits that may continue after your departure. We are grateful for your commitment to [Company Name] and your willingness to help during this transition period. Your professionalism and expertise have been greatly valued, and we have no doubt that you will excel in your new
role. Please do not hesitate to contact us if you need any references or further assistance. Thank you once again for your significant contributions. We wish you continued success and fulfillment in your future career endeavors. Best regards, [Your Name] [Your Title] Sample 4: Acceptance of Resignation During Probation Period Dear [Employee's
Name], I am writing to confirm acceptance of your resignation from the position of [Employee's Position], as per your letter dated [Resignation to pursue other opportunities. While your time with us has
been brief, we appreciate your contributions and efforts in [specific tasks or projects] during this period. Please ensure that all company property, including your ID card, laptop, and any other equipment issued to you, is returned to the Human Resources department by your last working day. Additionally, please document any ongoing tasks and
projects to facilitate a smooth transition. Our HR team will contact you to discuss the exit process and the procedure for terminating your final dues. This will include any outstanding salary, reimbursement of expenses, and the procedure for terminating your final dues. This will include any outstanding salary, reimbursement of expenses, and the procedure for terminating your final dues.
wish you success and fulfillment in your future career endeavors. Should you need any references or further assistance, please do not hesitate to reach out. Sincerely, [Your Name] [Your Title] Facing high turnover and staffing shortages? Post your job ad on our platform today! AJOBTHING: Your All-in-One Hiring Solution With AJOBTHING, you get
everything you need for hiring in one place. Our HR libraries are packed with helpful resources, and our recruiter advice is personalized to your hiring needs. No more juggling multiple platforms. With AJOBTHING, everything you need is in one convenient place. Join us today and see how we can make hiring simpler and more effective for you.
Urgently seeking candidates to hire? Look no further! AJobThing offers an effective hiring solution with our instant job ad feature. Hire in just 72 hours! Try Now! Read More on AJobThing: Dear [Employee Name], I received your resignation letter with a request for early release from your employment with [Company Name]. After careful
consideration and discussion with the relevant departments, I am pleased to accept your resignation and grant you an early release from your duties. We will make the necessary arrangements to ensure a smooth transition for the team,
including finding a replacement for your position. Please let us know if there are any outstanding tasks that need to be completed before your last day of work. We will also provide you with any necessary paperwork and documentation related to your departure. Thank you for your contribution to the company, and we wish you all the best in your
future endeavors. Sincerely, [Your Name] [Your Position] [Company Name] Download Word Doc Download PDF When a valued team member hands in their resignation, it can come as a surprise. In that moment, it's not always easy to know how to respond with the right mix of professionalism and warmth. Most managers want to part on good terms
while also making sure the transition goes smoothly. The way you respond matters. A clear, thoughtful resignation acceptance letter shows appreciation, confirms next steps, and keeps the door open for future opportunities. Not sure how to word it? These examples will help you write a professional and respectful response that supports both your
team and the departing employee. Sample Letters of Acceptance of Resignation These acceptance letters serve as templates you can customize for your specific situation. Each letter demonstrates a different approach to acceptance Letter Subject:
Acceptance of Resignation - [Employee Name] [Date] [Recipient's address here] Dear [Employee Name], Thank you for submitting your resignation letter dated [date of resignation letter]. This letter confirms my acceptance of your resignation letter dated [date of resignation letter].
us, your contributions to [specific department/team] have been significant, particularly your work on [mention specific projects or achievements]. Your dedication, professionalism, and expertise have been valuable assets to our organization. As we prepare for this transition, please coordinate with [HR representative name] regarding the handover
process of your current projects and responsibilities. Our HR department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck, benefits, and other department will schedule an exit interview and provide information about your final paycheck.
please feel free to contact me. Sincerely, [Sender's name and designation] 2. Warm and Personal Acceptance Letter Subject: Your Resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation letter Subject: Your Resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation letter Subject: Your Resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation - Next Steps [Date] [Please insert recipient's address] Dear [Employee Name], I received your resignation - Next Steps [Date] [Please insert recipient's address] [Ple
[duration] years with our team. Your passion for [specific skill/trait] has lifted the entire department, and your work on [specific project] last quarter directly contributed to our [specific achievement]. The office certainly won't feel the same without your [positive trait] and [another positive trait]. Your last day on [date] gives us [number] weeks to
transition your projects. Could we meet this Friday at 2 PM to discuss handover details? [Colleague name] will be taking over most of your responsibilities, so I'd appreciate your contributions and wish you well. Let me
know if this works for your schedule. The door will always remain open for you here. I'd love to stay in touch and hear about your future successes. Warmly, [Add sender's name and role] 3. Regretful Yet Supportive Acceptance of Your Resignation with Regret [Date] [Recipient's address to be added] Dear [Employee Name], I've
reviewed your resignation letter dated [date] with mixed feelings. While I accept your decision to leave [Company Name] effective [last working day], I must express our team's disappointment at losing such a valuable colleague. Your contributions during your tenure with us have been outstanding. Your leadership on [specific project] and your
innovative approach to [specific challenge] have set new standards in our department. Your technical expertise and problem-solving abilities will be greatly missed. That said, I understand that career growth sometimes requires change, and I support your decision to pursue this new opportunity. As we prepare for your departure, please work with
[supervisor/colleague name] to create a comprehensive transition plan for your current projects and responsibilities. Our HR department will contact you shortly regarding exit procedures, final compensation, and benefit information]. While
professional paths may diverge, connections remain. I hope our professional relationship continues beyond your time here at [Company Name]. With appreciation, [Your name and position here] 4. Brief and Practical Acceptance Letter Subject: Resignation Acceptance and Next Steps [Date] [Write recipient's address here] Dear [Employee Name], This
letter confirms acceptance of your resignation submitted on [date]. Your last working day will be [date] as requested. Please schedule time with [Manager/Supervisor Name] this week to begin the handover process of your current projects. Additionally, please return all company property including [list relevant items: laptop, access card, etc.] to the
IT department by your final day. HR will process your final paycheck, which will include payment for [number] days of unused vacation time. You'll receive this on [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will continue until [specific date] through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits coverage will be a supplied through direct deposit. Your benefits a supplied through direct deposit. Your benefits deposit deposit deposit 
sender] 5. Acceptance with Counterofference Opportunity Subject: Response to Your Resignation - Let's Discuss Options [Date] [The recipient's address should go here] Dear [Employee Name], I acknowledge receipt of your resignation to discuss your decision to discuss your decision for the conversation to discuss your decision for the conversation to discuss of the conversation for the c
and explore whether there might be alternatives that could address your reasons for leaving. Your valuable contributions to [specific skill] and your relationship with [clients/team members] would be difficult
to replace. If your decision relates to [potential reason: career growth, compensation, work-life balance, etc.], we might have options to better accommodate your needs within our organization. I'd welcome the opportunity to discuss these possibilities with you before processing your resignation. Could we meet tomorrow at [time] in my office? If this
doesn't work with your schedule, please suggest an alternative time that works better for you. Should you decide to proceed with your resignation after our discussion, we will honor your notice period ending [date] and begin transition planning accordingly. Looking forward to our conversation, [Insert sender's name and position] 6. Acceptance for an
Employee Retiring Subject: Acceptance of Retirement Resignation [Date] [Recipient's address goes here] Dear [Employee Name], This letter acknowledges receipt and acceptance of your retirement resignation [Date] (Recipient's address goes here] Dear [Employee Name], This letter acknowledges receipt and acceptance of your retirement resignation [Date] (Recipient's address goes here] Dear [Employee Name], This letter acknowledges receipt and acceptance of your retirement resignation [Date] (Recipient's address goes here] Dear [Employee Name], This letter acknowledges receipt and acceptance of your retirement resignation [Date] (Recipient's address goes here] Dear [Employee Name], This letter acknowledges receipt and acceptance of your retirement resignation [Date] (Recipient's address goes here] Dear [Employee Name], This letter acknowledges receipt and acceptance of your retirement resignation [Date] (Recipient's address goes here] (Recipient's address goes here] (Recipient's address goes here] (Recipient's address goes here) (Recipient's ad
with us has been marked by exceptional commitment and numerous achievements. The [specific department] has flourished under your guidance, and generations of employees have benefited from your mentorship. Your institutional knowledge and wisdom have shaped our company's culture in profound ways. To ensure a smooth transition, please
work with [successor's name] over the coming weeks. Your insights will be invaluable for maintaining continuity in operations. We're planning a retirement celebration on [date] at [location] to honor your outstanding career and contributions. Your family members are warmly invited to join us for this special occasion. Additionally, our HR department
will contact you shortly to discuss retirement benefits, pension arrangements, and other important information. Should you have any questions, [HR Contact Name] is available at [phone/email]. Though you're retiring from daily work, we hope you'll consider remaining connected with us as a consultant or advisor for special projects. Your expertise
would be tremendously valuable on an occasional basis. Thank you for your years of dedication and service. Your legacy at [Company Name] will endure long after your retirement. With deep appreciation, [Name and designation to be added] 7. Acceptance with Future Collaboration Opportunity Subject: Your Resignation and Future Opportunities
[Date] [Put recipient's address in this spot] Dear [Employee Name], I'm writing to officially accept your resignation received on [date]. As requested, your last day at [Company Name] will be [final date]. Your stellar work on [specific projects] has contributed significantly to our success. During your time here, you've demonstrated exceptional skills in
[specific areas of expertise], and your positive attitude has made you a pleasure to work with. For transition purposes, please prepare detailed documentation of your current projects and responsibilities by [date]. [Colleague Name] will be your primary contact for the handover process. While we're sad to see you go, I'm intrigued by the potential for
future collaboration. As your career progresses, we may have opportunities to work together as external partners or on specific projects where your specialized knowledge would be valuable. Our company often engages with independent consultants in your field, and I would welcome discussions about such arrangements after you've settled into your
new position. Please keep in touch and don't hesitate to reach out if you'd like to explore collaborative opportunities down the road. Best wishes for your new venture, [Insert your name and title] 8. Acceptance with Immediate Relief from Duties Subject: Acceptance of Resignation with Immediate Relief [Date] [The recipient's complete address] Dear
[Employee Name], I confirm receipt of your resignation dated [date]. After careful consideration of your requiring you to work through the standard notice period. You are relieved of all duties as of today. However, you will receive full
payment for the [duration] notice period specified in your contract. This compensation will be included in your final paycheck, along with any accrued vacation time and eligible bonuses. Please coordinate with [IT Manager Name] will be included in your final paycheck, along with any accrued vacation time and eligible bonuses. Please coordinate with [IT Manager Name] today to return all company property and complete the necessary security protocols.
contact you shortly to schedule an exit interview and discuss benefit continuation options. Despite this abbreviated departure process, we value the contributions you've made during your time with [Company Name], particularly [mention specific contributions]. We wish you success in your future endeavors. Should you have any questions regarding
your final compensation or benefits, please contact our HR department at [contact information]. Regards, [Your name and position should appear here] 9. Acceptance of Your Resignation [Date] [Recipient's mailing address] Dear [Employee Name], Thank you for your resignation letter
dated [date]. After reviewing our current projects and transition requirements, I'm writing to propose date] as your last day, our team is facing critical deadlines for the [specific project] in the coming weeks. Given your integral role in this initiative, I would like to
employee]. Please let me know by [decision deadline] if this arrangement would be acceptable to you. If your circumstances prevent you from extending your time with us, we will of course honor your original resignation date and accelerate our transition planning accordingly. Regardless of your decision on this matter, I want to express my sinceres my s
appreciation for your valuable contributions to our team and organization during your tenure with us. Thank you for your consideration, [Name and title go here] 10. Acceptance for Remote Employee Subject: Acceptance of Resignation - Remote Position Transition [Date] [Address of the recipient] Dear [Employee Name], This letter confirms
acceptance of your resignation submitted on [date] from your remote position as [job title]. As requested, your last working day will be [final date]. Working remotely presents unique challenges for departure procedures. To facilitate a smooth transition, please follow these specific steps: 1. Schedule a video conference with [Manager Name] by [date
to discuss handover of your current projects and responsibilities 2. Prepare comprehensive documentation for all ongoing projects and store them in our shared [specific storage system] by [deadline date] 3. Ship all company equipment (laptop, monitor, etc.) to our headquarters using the prepaid shipping label that will be emailed to you by [date] 4.
Complete the digital exit interview form that HR will send to your personal email 5. Attend a final virtual team meeting on [date] so the team can properly acknowledge your contributions and say goodbye Your final paycheck will be deposited on [date] and will include [relevant payments]. Our IT department will deactivate your access to company
systems at 5 PM on your last day. Despite the physical distance, your impact on our organization has been substantial. Your work on [specific achievements] demonstrated how effective remote collaboration can be when talented professionals bring their best to the table. Thank you for your dedicated service. If you need any references or
documentation regarding your employment with us in the future, please contact [HR contact information]. Best regards, [Insert sender's name and position] Wrapping Up: Resignation Acceptance Letters Crafting appropriate resignation acceptance letters helps maintain professional relationships and ensures smooth transitions
 when employees depart. The samples provided offer various approaches for different circumstances, from standard formal acceptances to fit your company culture and the individual employee relationship while addressing practical transition details. Remember that how you
handle an employee's departure leaves a lasting impression not only on them but also on remaining team members. A thoughtful, professional acceptance letter demonstrates leadership quality and organizational values during times of change. Resignation letters are a common part of the professional world. When an employee decides to leave their
position, it is crucial for the employer or manager to respond with an acceptance letter. In this article, we will discuss the key elements to include in an acceptance of resignation in person, by email, or through a printed letter, this guide will help you
navigate this process with grace and professionalism. When writing an acceptance of resignation letter, it's important to include the following key elements: Express appreciation: Start the letter by expressing gratitude for the employee's service and contribution to the company. Acknowledge their decision to resign and show respect for their
choice. Accept the resignation: Clearly state that you accept the employee's resignation. This confirms that you have received and acknowledged their intention to leave the company. Confirm the last working day: Mention the accepted last working day as communicated by the employee in their resignation. This avoids any confusion or
misunderstandings regarding the employee's departure date. Offer assistance: Extend support and assistance during the transition period. Let the employee know that you are available to answer any questions or provide guidance if needed. Inform about exit process: Provide information regarding the exit process, such as returning company property
completing necessary paperwork, or scheduling an exit interview if applicable. Wish them well: End the letter on a positive note by wishing the employee success in their future endeavors. This shows goodwill and maintains a professional relationship. While writing an acceptance of resignation letter, it is important to avoid the following: Negative
comments or criticisms: Keep the letter focused on expressing gratitude and acceptance. Avoid negative comments about the employee's performance or reasons for leaving. Personal opinions or emotions: Maintain a professional tone and refrain from expressing personal opinions or emotions in the acceptance letter. Promises you cannot keep: Be
cautious when making promises or offering assistance. Only commit to what you can reasonably provide or fulfill. Mention of potential replacement: Avoid discussing potential replacements in the acceptance letter. This information can be communicated separately and may not be relevant to the employee leaving. Confidential or sensitive information
Do not disclose any confidential or sensitive information in the acceptance letter. Respect the employee's privacy and keep the focus on the resignation process. A professional and well-formatted acceptance of resignation letter should include the following: Date: Begin the letter with the date of writing, to form a relational reference for future
correspondence. Employee details: Include the employee's full name, job title, and department to ensure clarity and accuracy in the letter. Employer details: Provide the employee's name, company name, and address. This information helps in identifying the sender and establishes the official nature of the letter. Salutation: Start the letter with a formal nature of the letter.
salutation, such as "Dear [Employee's Name]." Body: Write a clear and concise body that covers the essential elements mentioned earlier. Use appropriate paragraphs to maintain organization and readability. Closing and signature: End the letter with a closing phrase, such as "Sincerely" or "Best regards." Leave space for the sender's signature and
printed name. Here are two sample acceptance letters: one for a printed letter and another for an email response. Dear [Employee's Name], I am writing to acknowledge and accept your resignation, which was received on [date of receipt]. We appreciate the time and effort you have dedicated to [company name] during your tenure as [job title], and we
understand and respect your decision to move on to new opportunities. Your last working day, as indicated in your resignation letter, will be [date of last working day]. Please ensure that all pending tasks are completed or handed over by that date. If you have any questions or require assistance during this transition period, please do not hesitate to
reach out to me or [relevant contact person]. We will work together to ensure a smooth and successful handover of your responsibilities. Additionally, we kindly request you to return any company property in your possession before your departure date. We sincerely thank you for your contributions to our team and wish you the best of luck in your
future endeavors. Should you need a reference or further assistance, please feel free to contact us. Sincerely, [Your Name] (Your Position) (Company Name), I hope this email finds you well. I am writing to acknowledge and formally accept your resignation, which you submitted on [date of
receipt]. We appreciate the dedication and hard work you have consistently demonstrated during your time at [company name]. I accept your resignation and understand that your last working day will be [date of last working day]. Please ensure that all outstanding tasks are properly documented and handed over to the appropriate team members
before your departure. If you need any assistance or have any questions during this transition period, please do not hesitate to reach out to me. As per our company policy, please return all company property, including your identity card and any equipment or materials issued to you, prior to your last working day. [Provide instructions for returning
company property, if applicable]. We would like to express our gratitude for your contributions to the team and wish you the best of luck in your future endeavors. Should you require a reference or any assistance, please do not hesitate to contact us. Thank you once again, and we look forward to a smooth handover process. Best regards, [Your Name]
[Your Position][Company Name]Responding to a resignation letter with a well-written acceptance letter is essential for maintaining a professional relationship with the departing employee. Remember the following key points when crafting your response: Express gratitude for the employee's service and contribution. Clearly accept the resignation and
confirm the last working day. Offer support and assistance during the transition period. Provide information on the exit process. Wish the employee success in their future endeavors. Frequently advisable to accept it gracefully and professionally employees have the right to reject a resignation, it is generally advisable to accept it gracefully and professionally employees have the right to reject a resignation, it is generally advisable to accept it gracefully and professionally employees have the right to reject a resignation.
Rejecting a resignation may strain the relationship with the employee and can create a negative atmosphere in the acceptance letter. The focus of the acceptance letter should be on acknowledging the employee's decision and providing necessary
information for the transition. Mentioning the reason for acceptance might not be relevant and can potentially create confusion or unnecessary discussed separately with the appropriate parties involved in the hiring process. The
acceptance letter should primarily focus on acknowledging the employee's resignation and providing support during the transition period.Q4. How can I maintain a positive relationship with the resigning employee?A4. To maintain a positive relationship with the resigning employee?A4. To maintain a positive relationship with the resigning employee?A4. To maintain a positive relationship with the resigning employee?A4. To maintain a positive relationship with the resigning employee?A4. To maintain a positive relationship with the resigning employee?A4. To maintain a positive relationship with the resigning employee?A4. To maintain a positive relationship with the resigning employee?A4. To maintain a positive relationship with the resigning employee for the following:
their contributions and express appreciation for their service to the company. Offer support: Provide assistance during the transition period, such as answering questions or offering guidance if needed. Maintain open communication: Keep the lines of communication open, so the employee feels comfortable reaching out if they have any concerns or
require further assistance. Offer a reference for the employee in their future endeavors. A5. Yes, it is important to maintain a professional and formal tone in the acceptance letter to uphold
the standards of the workplace. This helps to establish a clear and respectful communication between the employee during the resignation process. Avoid using overly casual or colloquial language in the letter, as it may undermine the professionalism of the communication. Writing a polite and professional acceptance of resignation
letter is essential when an employee decides to leave a company. By including gratitude, accepting the resignation, providing assistance, and maintaining a professional tone, you can ensure a smooth and respectful transition for both the resignation. Use the sample acceptance letters provided above as templates to craft
your own personalized response. Internship Confirmation Letter Template | Official Intern Program Acceptance Offer Letter Sample: "Thank You Letter Sample: "Thank You Letter Sample: "Thank You Letter Sample Confirmation Letter Sample Con
Acceptance Letter Sample Admission Offer Acceptance Letter from Employee Job Acceptance Letter from Employee Job Offer! Acceptance Acknowledgement Letter Template New Job Offer Thank You Letter from Employee Job Acceptance Acknowledgement Letter Template Thank You for the Job Offer! Acceptance Acknowledgement Letter Template New Job Offer Thank You Letter From Employee Job Acceptance Acknowledgement Letter From Employee Job Acceptance Acknowledgement Letter Template Thank You Letter From Employee Job Acceptance Acknowledgement Letter From Employee From Emplo
Approval Letter Professional Job Offer Acceptance Letter Thank You Letter for Offer Acceptance Letter Format - Tips for Writing an Effective Letter Dear [Employee Name], I received your resignation letter with a request for early release from your employment with [Company Name]. After careful consideration and discussion
with the relevant departments, I am pleased to accept your resignation and grant you an early release from your duties. We appreciate the work you have done during your time with us and we understand your reasons for leaving early. We will make the necessary arrangements to ensure a smooth transition for the team, including finding a
replacement for your position. Please let us know if there are any outstanding tasks that need to be completed before your future. Thank you for your contribution to the company, and we wish you all the best in your future
endeavors. Sincerely, [Your Name] [Your Position] [Company Name] Download Word Doc Download Word Doc Download PDF Use these templates as a guide to get you started. Learn how to draft a professional resignation acceptance letter after receiving official notice from an employee. In this article, we will explore 15 sample letters that demonstrate how to accept
resignation with tact, express. Example Of Resignation Letter 10+ Free Template Pdf Word Doc Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter Solution Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Resignation Letter With Reason Family Due To Sample Of Reason Family Due To Sample O
acceptance of resignation letter is, explore how to write an acceptance of resignation acceptance letter with example letters. A resignation acceptance letter with early release dear [employee name], after receiving your resignation letter that
included an early release request, i am glad to inform you. Learn everything you need to know about writing a resignation letter and request for early release, you should state your reasons for leaving earlier than your notice period. A resignation acceptance letter is a
formal letter a manager writes to a departing employee. Now that you know what a resignation acceptance letter is, how it is written and what needs to be considered before writing an acceptance letter that you can. Our early release after resignation letter template enables a seamless and compliant
process for accommodating early departures while preventing potential issues. Get tips on how to write a professional letter. Resignation Acceptance Letter with Short Notice01 Best Letter written by an employee to the
employer stating their intention to leave the job before the stipulated date of. In this post, we have come up with small resignation letter sample along with various details that can help you with writing an impeccable sudden resignation letter. In summary, the acceptance of resignation letter with early release is a formal document that acknowledges
an employee's resignation and confirms the employer's acceptance. Relieving acceptance letter with early release dear [employee name], after receiving your resignation letter that included an early release, i am glad to inform you. It's an opportunity to commend the employee for their. In the letter, it's essential to accept the resignation of the
employees and indicate their last day at work. A resignation letter with early release should include the reason for the early release, gratitude towards the employer and team, and an offer to assist in the transition. Template for an employer and team, and an offer to assist in the transition. Template for an employee and emplo
Template Word Learn how to structure a resignation letter and request for early release from your employee know. When an employee know to acknowledge the and make a seamless exit from your job. It is the way a company lets an employee know with a formal written resignation, responding to them with a formal written and request for early release from your employee know.
receipt of. You can copy and paste the template text into an. A resignation acceptance email is a formal communication from an employer acknowledging an employer acknowledging an employee's decision to resignation Acceptance Letter Template Format Sample & Example Sample
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Resignation Letter Sample Rezi From hiring to firing, there are many aspects to managing employees. One that is often overlooked is having to deal with an employee leaving the company. Employees leave for various reasons. They can be career-related, such as to make more money, go back to school, or simply move on to different employment
opportunities. They can also be personal. An employee might quit to instead focus on traveling, raising a family, dealing with health issues, or many other reasons. Having an established policy in place to communicate with employees who are leaving the company will help you handle an employee's departure positively and respectfully. It will also
provide documentation of the employee's resignation acceptance letter and email. Depending on the size of your company, you may want to consider creating a system or process for handling resignation letters. Having a system or process for handling resignation acceptance letter and email.
set policy for resignations will ensure resignations will ensure resignations are handled professionally and put both the company and employees who are moving on at ease. For many companies, creating generic exit information pamphlets or packets for employees who are moving on at ease. For many companies, creating generic exit information pamphlets or packets for employees who are moving on at ease.
company to discuss the next steps required to make the transition smooth. The company is responsible for offering professional separation services and explaining termination, and establishing the last date of employment. One of the
first steps in a good resignation policy is to acknowledge you accept an employee's request to resignation. Here are some tips on writing a formal letter accepting an employee's resignation: Use business letter
format. Because this is a professional letter, you should use business letter format for your letter. In the top-left corner of the letter, include your contact information, the date, and the employee's contact information. Your letter should inform theorem the top-left corner of the letter, include your contact information, the date, and the employee's contact information. Your letter should inform theorem the theorem theorem
employee that you have received and accepted his or her resignation letter, and it should clearly state their official last day of work with the company. Express understanding. Your response should indicate that you regret losing the employee, but you respect, understand, and appreciate the hard decision he or she has had to make. You might also
offer to provide some assistance to the employee. For example, you might offer to provide a reference letter for him or her. However, this offer is optional. Keep a record. Send one letter to the employee, and keep one for the employee, and keep one for the employee, and keep one for the employee.
maintain a clear record of when the employee left the company. These days, many employees send their resignation letters via email. Depending on the circumstances and your company culture, this may be a totally acceptable way to resign. In that case, you may reply via email as well. To keep the interaction professional and positive, observe the
following tips: Write a professional email. Although you may omit the address paragraphs and (obviously) the handwritten signature, the rest of your note should resemble business letter format. Don't use casual language that's more appropriate for personal correspondence. Skip text-speak, emoticons, and the like. Use the right subject line. Unless
you're replying directly to the employee's resignation email, you should select a subject line that clearly communicates the topic of the email, e.g., "Resignation Acceptance and Congratulations." Consider providing your non-work email or contact information. This is assuming, of course, that you'd be willing to provide a reference or referral in the
future. Proofread and test your message before sending it. Accepting a resignation is an opportunity for you to grow your network, as well. Ensuring that your message is error-free and professional will enable you to strengthen your network, as well. Ensuring that your message before sending it. Accepting a manager accepting an
employee's resignation. Use these examples to help you write your own letter. Julia SanchezSenior Marketing ManagerAcme Corp12 Main Street, Ste. 3Middleford, Ohio 44822July 18, 2023Miles Johnson7 Oak StreetMiddleford, Ohio 44822July 18, 2023Miles Johnson7 Oak StreetMiddleford, Ohio 44822Dear Miles, Your resignation from your position has been accepted, effective on July 29, 2023, as requested.
have no doubt you will continue to perform to your usual high standards during your remaining time with the company. It has been a pleasure working with you, and I wish you all the best in the future. If I can provide a reference, please do not hesitate to ask. Sincerely, Signature (hard copy letter) Julia Sanchez George Baptiste Director, JQB and Sons 7
Star Avenue, Second FloorVillage Creek, Calif. 94019July 20, 2023Sara Smith34 Bay StreetVillage Creek, Calif. 94019Dear Sara, It is with regret that I formally acknowledge receipt of your final day of work here at JQB and Sons will be July 29, 2023. It has
been a pleasure working with you, and on behalf of the team, I would like to wish you the very best in all your future endeavors. Included with this letter, please find an information packet with detailed information process. If you have any additional questions, please do not hesitate to contact the office. Thank you again for your
positive attitude and hard work all these years. All the best, Signature (hard copy letter) George Baptiste Subject Line: Resignation Acceptance and Congrats Dear Liz, I was sorry to hear that you'll be a tremendous success there
as you are in all your roles. This constitutes my formal receipt of your resignation. As requested, your last day will be August 5, 2023. Please keep in touch and let me know if you ever need a letter of recommendation. Best regards, Jon Burton Manager, QRS, Inc. Jburton @grs-mail.com 555-123-4567 It's important to formally acknowledge that the
company accepts an employee's request to resign. The acceptance letter should clearly state the employee's official last day of work with the company. Send one letter to the employee's final day of work. Thanks for your feedback! All Letters » HR Letters » Resignation
Acceptance Letter Format Dear [Employee Name] We are really sorry that you have decided to leave [company name]. We appreciate the early notice and your commitment to hand over
your duties as complete as possible. It is always difficult to replace hardworking and dedicated employees like yourself. We wish you the best of luck. Best Regards Dear [Employee Name] It is with great regret we accept your resignation from your position as [Job Title] which you submitted earlier on [Date]. We appreciate the early notice and your
commitment to smoothly hand over your duties. As per the company's policies and our agreement, your last working day will be [Date]. We wish you the best of luck. Best Regards Dear [Employee Name] This is to confirm the acceptance of your resignation which we received on [some date]. In accordance with to your contract, your last working day
will be [some date]. We are sure that you will continue to perform to your best abilities for the remaining period as you have always done. It has been a pleasure working with you. [Company name] would like to thank you for your service and efforts and wishes you the best of luck in your future endeavors. Best Regards Dear [Employee Name] We
have received your resignation [letter / email] dated [some date]. Your resignation has been accepted. As per your employment contract, your notice period ends on [some date] which will be your last working day. We trust that you will maintain your high level of performance up to the last moment and will hand over your duties in a seamless way. We
can only thank you for your time here and wish you the best of luck in your next job. Best Regards Dear [Employee Name] We acknowledge the receipt of your time here and wish you that your next job. Best Regards Dear [Employee Name] We acknowledge the receipt of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your next job. Best Regards Dear [Employee Name] which is the property of your nex
accepted and your last working day will be [date]. We are confident about your commitment to high-quality work until the end. Please make sure to hand over your duties as smoothly as possible. We appreciate the work you have done here and wish you the best in your next challenges. We will happily provide a recommendation letter if you require
so. Best Regards Dear [Employee Name] We are sorry that you have decided to resign from your job as [job title] from [company name]. While we understand the reasons leading to your decision, we could only have hoped to keep a dedicated and a hardworking employee like yourself for many more years. Now we can only thank you for your time
here and wish you success in your next challenge. We will happily provide a recommendation letter if you require so. This letter signifies our accept my resignation from [company X] effective [some date]. As per my labor contract, my last
 working day shall be Isome date I. I will continue to assume my duties in the same professional manner till the last moment and help in transferring my response to your resignation letter, which you submitted on Isome date I. I want to inform
you that we accepted your resignation and will release you of your duties on [some date], which will be your fasts and duties in the smoothest way possible. We will happily issue a recommendation letter should you
require one. Thank you very much for your work and dedication and good luck in your future job. Best Regards Dear [Employee Name] This letter is a conformation of my receipt and acceptance of your resignation which you submitted on [some date]. While I would have preferred that we continue our fruitful cooperation for a longer period of time, I
find your reasons to be legitimate enough and consequently understand your decision. I appreciate the early notice and would like to thank you for years of commitment and dedication. Finding a suitable replacement will not be an easy task. Please continue to perform at your peak and help us in transferring your responsibilities as needed. Good luck
in your next challenge. Best Regards Dear [Employee Name] I are really sorry about your decision to quit your mind. It's always a
pleasure to have talented and enthusiastic members like your self in our team. Thank you for your work and effort. Best Regards Dear [Employee Name] I was a little surprised to receive your resignation letter earlier given the excellent relationship that we had. I just want to let you know that your expertise and skills are well recognized here, and if
there is anything that we can do to change your mind, please inform us. If you've set for yourself. Thank you for your work and efforts. Best Regards Dear [Employee Name] I'm really sorry that you've set for yourself. Thank you for your work and efforts.
peruse career development somewhere else. I was hoping that you would stay for a longer period of time but I totally understand your concerns and respect your decision. You have always been an excellent employee and will continue to be so till
the last moment. Good luck in your next adventure. Best Regards Dear [Employee Name], I received your resignation email and I have to say that I am a little bit disappointed with your decision to leave the company. You are a valuable asset to our workforce and your contributions are well recognized. While we are left with little choice given your
short notice period, I do understand the reasons leading up to your decision and can I only wish you the best of luck! Regards Dear [Employee Name], In response to your resignation email that you sent on [some date], consider this letter an
acknowledgment of your decision to leave the organization. Your resignation is accepted and confirmed as of [some date]. We wish the best of luck in your next assignment. Regards Dear [Employee Name], We are sorry that you have chosen to leave the company. We can only respect your aspirations
and willingness to pursue other goals and therefore the decision of accepting your resignation. Please make sure to complete your duties and tasks handover no later than [some date], which will be your last working date as per the labor law. Wishing you the best of success in your next mission. Regards Dear [Employee Name], We have received your
resignation letter and your resignation has been accepted. Your last working day shall be [some date] as per the employment contract and the labor law. We expect a comprehensive and full handover of your responsibilities and assigned tasks and we kindly ask you to maintain a clean working track record in terms of punctuality, performance, and
professionalism until your employment completes. Good luck! Best Regards 1) Acknowledge the date of receiving the resignation letter or email. 2) Optionally, invite the employee's departure. 3) Optionally, invite the employee to reconsider their decision and perhaps change their mind. If you really need them to stay, ask about the
reasons and try to offer incentives for staying. 4) Acknowledge their contributions and achievements. Thank them for their work and dedication. 5) Optionally, instruct them to hand over their duties properly and continue to perform at their best level till the last day. 6) Accept the resignation. 7) Wish them good luck. Dear [Employee Name], After
receiving your resignation letter that included an early release request, I am glad to inform you that your resignation has been accepted and you are relieved of your duties starting today. While we wished that you can stay with us for longer, we respect your decision and support you in your quest. Best Regards Dear [Colleage Name], I am really sorry
to know that you have decided to leave the company and pursue dreams somewhere else. We made a great team and things will never be the same without you. We have our share of success and disappointments, but the moments we spent working on things will be forever in our memories. I wish you the best in whatever you decide to do. You
deserve the best and I am sure that you will excel whatever you choose to do. Best Regards Dear [Employee and it was a true privilege to have someone like you on my team. I understand the reasons that led to your decision and support you in whatever you
choose to do next. Please consider your resignation accepted. Wish you the best! Regards Dear [Employee], I received your resignation letter and want to take this opportunity to express my gratitude for your contribution to our company during your tenure here. We appreciate your hard work, dedication, and commitment to excellence, and we wish
you all the best in your future endeavors. I understand that this was not an easy decision for you to make, and I respect your reasons for resigning. We will do everything we can to ensure a smooth transition during this period, and we are committed to supporting you in any way we can. Please let us know if there is anything we can do to make this
process easier for you. We value your feedback and would appreciate hearing about your experience working with us. Again, thank you for your future. Sincerely, [Employer] Download Word Doc Download PDF Name: Job Title: Location: Date of Joining: Dear [Employee Name], We are
writing to confirm the receipt of your written resignation, dated , advising of your intention to cease providing services as [Job Title]. The company hereby accepts your resignation. For purposes of clarification and understanding we would like to draw your attention to the following: 1. Last Working Day:
contract, your notice period is 1 month, which you are required to work.3. Employee Medical Insurance: You are entitled to continued medical insurance coverage during your notice period. Your card should be returned to the HR Department on or before your last date of employment. 4. Company access cards/Assets: Laptop/ID cards (if any) are to
be returned to the HR Department on your last working day.5. End of Service Benefit: This will be calculated and provided to you in writing at least 7 days prior to your last working day.6. Accrued Leave: All accrued leave/overtime/compensatory off (if any) will be paid out in your final
settlement. 7. Final Dues: Your final dues will be payable in cheque as soon as you have completed all the pending final settlement will be paid into. Should you require a different arrangement you should discuss this request with the HR Manager, requests will
only be considered where an employee has not requested a salary letter for purposes of loans. 8. Employment Visa: Your labour card & employment visa will be cancelled on your last day. Your passport will
be returned back to you upon cancellation. Confidentiality: Confidentiality: Confidentiality: Confidentiality: Confidentiality: Confidentiality of data and records is important. Any act/ attempt to disclose confidential data will be issued to you as per terms and conditions of your employment. Prior to your last working day the
HR Manager will arrange a meeting with you in order to conduct an exit interview. Should you have any questions about your final settlement, please do not hesitate to contact your HR Manager. I would like to take this opportunity in thanking you for your contribution to the [Company Name] and wish you all the success in your future
and your commitment to hand over your duties as complete as possible. It is always difficult to replace hardworking and dedicated employees like yourself. We wish you the best of luck. Best Regards Download Word Doc Download PDF Dear [Employee Name] It is with great regret we accept your resignation from your position as [Job Title] which
you submitted earlier on [Date]. We appreciate the early notice and your commitment to smoothly hand over your duties. As per the company's policies and our agreement, your last working day will be [Date]. We wish you the best of luck. Best Regards Download Word Doc Download PDF Dear [Employee Name] This is to confirm the acceptance of
your resignation which we received on [some date]. In accordance with to your contract, your last working day will be [some date]. We are sure that you will continue to perform to your service and
efforts and wishes you the best of luck in your future endeavors. Best Regards Download Word Doc Download PDF Dear [Employee Name]We have received your resignation fletter / email] dated [some date] which will be your last
working day. We trust that you will maintain your high level of performance up to the last moment and will hand over your duties in a seamless way. We can only thank you for your time here and wish you the best of luck in your next job. Best Regards Download Word Doc Download PDF Dear [Employee Name] We acknowledge the receipt of your
resignation letter on [date]. We do understand the reasons leading to your decision and we can only support you in what you want. We wish to inform you that your resignation has been accepted and your last working day will be [date]. We are confident about your commitment to high-quality work until the end. Please make sure to hand over your
duties as smoothly as possible. We appreciate the work you have done here and wish you the best in your next challenges. We will happily provide a recommendation letter if you require so. Best Regards Download Word Doc Download Word Doc Download PDF Dear [Employee Name] We are sorry that you have decided to resign from your job as [job title] from [company]
name]. While we understand the reasons leading to your decision, we could only have hoped to keep a dedicated and a hardworking employee like yourself for many more years. Now we can only thank you for your time here and wish you success in your next challenge. We will happily provide a recommendation letter if you require so. This letter
signifies our acceptance to your resignation. Your last working day will be [some date]. Good LuckBest Regards Download Word Doc Doc Downl
manner till the last moment and help in transferring my responsibilities in the smoothest way possible. Thank you very much for everything. Download PDF Dear [Employee Name] In response to your resignation and will release
you of your duties on [some date], which will be your last working day. Thank you for the early notice. We appreciate your full cooperation in the remaining period in order to transfer your tasks and duties in the smoothest way possible. We will happily issue a recommendation letter should you require one. Thank you very much for your work and
dedication and good luck in your future job. Best Regards Download Word Doc Download Word Doc Download PDF Dear [Employee Name]This letter is a conformation of my receipt and acceptance of your resignation which you submitted on [some date]. While I would have preferred that we continue our fruitful cooperation for a longer period of time, I find your
reasons to be legitimate enough and consequently understand your decision. Finding a suitable replacement will not be an easy task. Please continue to perform at your peak and help us in transferring your responsibilities as needed. Good luck in your
next challenge. Best Regards Download Word Doc Download PDF Dear [Employee Name] are really sorry about your decision to quit your ment of the benefit of all. Please tell me if there's anything that I can do to
know that your expertise and skills are well recognized here, and if there is anything that we can do to change your mind, please inform us. If your decision is final, than I can only wish you for your work and efforts. Best Regards Download Word
Doc Download PDF Dear [Employee Name] I'm really sorry that you've decided to leave [company X] to peruse career development somewhere else. I was hoping that you would stay for a longer period of time but I totally understand your concerns and respect your decision. Your resignation has been accepted. I would like to take this opportunity to
thank you for your dedication. You have always been an excellent employee and will continue to be so till the last moment. Good luck in your resignation email and I have to say that I am a little bit disappointed with your decision to leave the
company. You are a valuable asset to our workforce and your contributions are well recognized. While we are left with little choice given your short notice period, I do understand the reasons leading up to your decision and can I only wish you the best of luck at this time. Needless to say, please ensure a full comprehensive handover is performed. Good
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Luck!Regards Download Word Doc Download PDF Dear [Employee Name], In response to your resignation email that you sent on [some date], consider this letter an acknowledgment of your decision to leave the organization. Your resignation is accepted and confirmed as of [some date]. Thank you for your work here at [Company Name]. We wish the best of luck in your next assignment. Regards Download Word Doc Download PDF Dear [Employee Name], we can only respect your aspirations and willingness to pursue other goals and therefore the decision of accepting your resignation. Please make sure to complete your duties and tasks handover no later than [some date], which will be your last working date as per the labor law. Wishing you the best of success in your resignation letter and your resignation has been accepted. Your last working day shall be [some date] as per the employment contract and the labor law. We expect a comprehensive and full handover of your responsibilities and assigned tasks and we kindly ask you to maintain a clean working track record in terms of punctuality, performance, and professionalism until your employment completes. Good luck! Best Regards Download Word Doc Download