**Resignation acceptance letter template**

[Name]  
[Title]  
[Company]  
[Company address]

[Date]

[Employee name]  
[Address]

Dear [name],

It is with regret that I acknowledge the receipt of your letter dated [date] resigning your position as [title]. Your resignation has been approved, and, per your request, your final day of work will be [date].

It has been a pleasure to work with you, and on behalf of our entire team, I would like to wish you the best in your future endeavors. [You may want to include other information here about the resignation process for your company.]

If you have any questions, please do not hesitate to contact me or human resources. Thank you again for your hard work.

Sincerely,  
[Name]