**Subject Line:** Resignation Acceptance and Congrats

Dear Liz,

I was sorry to hear that you’ll be moving on from QRS Inc., but I’m pleased to hear that you have such an exciting new opportunity in the works. I know 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 April 2, 2021. Please keep in touch and let me know if you ever need a letter of recommendation.

Best regards,

Jon Burton

Manager, QRS, Inc.  
Jburton@qrs-mail.com  
555-123-4567