**Resignation Acceptance Letter**

**[Company Letterhead]**  
[Date]

**[Employee’s Name]**  
[Employee’s Address]

Dear [Employee’s Name],

This letter is to formally acknowledge and accept your resignation dated [Resignation Date], effective from [Last Working Day, e.g., March 30, 2025].

We appreciate the contributions you have made to [Company Name] during your tenure. Your dedication and hard work have added value to the team, and we wish you success in your future career endeavors.

Please ensure that all pending work, handovers, and clearance formalities are completed before your final working day. Your final paycheck and any applicable benefits will be processed in accordance with company policy.

Once again, thank you for your service to [Company Name]. We wish you the very best for your next chapter.

Sincerely,  
[Authorized Person’s Name]  
[Designation]  
[Company Name]