

Resignation Acceptance Letter

Peter Morgan

Human Resource Manager

Brightway Supplies Ltd

To:

Pat Smith

5023 Mercyview Avenue

Angleton, CA 13324

September 11, 2019,

Dear Ms. Smith,

This letter is an acknowledgment that we have received your resignation letter dated September 1, 2019. I accept your resignation and note you'll be relieved of your duties from Brightway Supplies Ltd on September 14, 20XX, which shall be your last working day.

Your resignation letter is in order, and we will proceed with your departure formalities. You are therefore invited for an exit interview on September 11, 2019, at 2.00 pm at the company's board room.

We have forwarded a copy of this letter to the accounts department for processing of your salary and benefits. You will receive your check on the last day of work.

It has been our joy to have you as one of the employees; your zeal, determination, cheerfulness, passion, and commitment will be profoundly missed.

We all wish you the best in your new endeavor.

With best regards,

Peter Morgan