

Resignation Acceptance Letter

{{Address Sender}}

Date: November 10, 2020

{{Name Recipient}}
{{Address Recipient}}

Subject: {{Subject}}

Dear Sir/Madam {{Name}},

I read your resignation letter with great sorrow. You have been an excellent 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!

Yours sincerely,

{{Signature}}

{{Formal Name}} {{Title}}