

Resignation Acceptance

Dear John Doe,

We acknowledge the receipt of your resignation letter dated [ResignationDate]. We understand your decision and appreciate your contributions to Your Company during your tenure.

Your last working day will be 2025-04-17. Kindly ensure that all handover procedures are completed before your departure. We will process your final settlement and relieve you of your duties accordingly.

Additionally, please return all company assets, including your ID card, laptop, and access credentials, by [AssetReturnDeadline].

We sincerely thank you for your hard work and dedication, and we wish you all the best in your future endeavors.

Best regards,
HR Team
Your Company