**Resignation Letter Acceptance**

(employer´s name)

(employer´s job title)

(company address)

(employee´s name)

(employee´s address)

(date that letter is written)

Dear (employee first name),

This letter is a formal acceptance of your resignation from (company name) effective on (date of last day) as requested.

It is a great loss for (company name) to see you leave and we appreciate all you have done for us. (details of accomplishments optional depending on relationship).

I wish you luck in your future endeavours and if a reference is needed then please do not hesitate to ask.

Respectfully,

(employer´s first and last name)

(employer´s title)

(employer´s contact details