

Resignation Acceptance Letter Reply

[Your Company Letterhead, if applicable]

[Your Company Name]

[Your Company Logo, if applicable]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Your Full Name]

[Your Position]

[Your Company Name]

Subject: Re: Acceptance of Resignation

Dear [Your Full Name],

I hope this message finds you well. I would like to express my gratitude for your prompt response to my resignation letter. Your understanding and acceptance of my decision mean a lot to me.

I am committed to ensuring a smooth transition during my notice period and will work closely with [relevant team or department] to complete any pending tasks or handovers. I appreciate the support I have received during my time at [Your Company Name] and am thankful for the opportunities for professional and personal growth.

If there are any specific procedures or tasks you would like me to focus on during my notice period, please feel free to let me know. I am dedicated to leaving on a positive note and will do my best to contribute to a seamless transition.

Once again, thank you for your understanding and support. I have enjoyed being a part of the [Your Company Name] team and wish the company continued success in the future.

Best regards,

[Your Full Name]

[Your Position]

[Your Contact Information]