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[Name]

[Title]

[Company]

[Company address]

[Date]

[Employee name]

[Address]

Dear [name],

It is with regret that I acknowledge the receipt of your verbal or written notice of resignation dated [date] resigning your position as [title]. Your resignation has been approved, and we assume your final date will be [two weeks from now] unless you will request an earlier departure date.

It has been a pleasure to work with you, and on behalf of our entire team, I would like to wish you the best in your future endeavors. [You may want to include other information here about the resignation process for your company.]

If you have any questions, please do not hesitate to contact me or human resources. Thank you again for your hard work.

Sincerely,

[Name]