

Acceptance of a Resignation Letter

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am writing this letter to you with regard to your resignation letter that I received recently. We need you for our business as you are among one of our most capable employees but I also understand that your resignation is for a reason which you mentioned in your letter. I hereby approve your letter of resignation. In addition to that, I also want to thank you for your services for our company. We all wish you a very good luck.

Please collect your experience letter and cheque from my office. Thank you!

[You're Name]

[Senders Title] -Optional-