[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: ACCEPTANCE OF RESIGNATION**

Dear [CONTACT NAME],

We have just received notification that you have decided to resign from [COMPANY NAME]. It is with deep regret that we accept your resignation.

We appreciate the tremendous contribution that you have made to the company as we understand the demands that this position requested from you on a daily basis.

We will happily provide you with a letter of recommendation if needed.

I know that I speak for everyone here at [COMPANY] in wishing you the very best of luck in the future.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]