

ACCEPTANCE OF RESIGNATION

(Insert your letterhead)
or
(Your Name)
(Company / Business)
(Address)

Date

(Recipient's name)
(Recipient's address)

Re: Your Letter of Resignation

Thank you for your recent letter tendering your resignation from our company (alternative: business)

While we are quite reluctant to accept your resignation, we appreciate the reasons for it. I would like to note for the record our sincere regret concerning your departure, and hope that your new position provides you with the challenges and experiences you seek.

(Ending)

(Signature)
(Your name)
(Your title (optional))