



[Company Logo Delete or Replace]

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Three templates to get you started

Letter template #1

[Your Name]
[Your Job Title]
Address Line 1
Address Line 2

[Date]

[Employee Name]
Address Line 1
Address Line 2

Dear [Employee Name],

I am writing to accept your resignation from your position at [Company Name], effective on [date] per your request.

Thank you for your contributions to [Company Name]. I am sure you will continue to work hard in your remaining time with us.

I wish you all the best in your future endeavors and am happy to provide you with a reference.

Sincerely,

[Signature]

[Your Name]

[Your Position]



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Letter template #2

[Your Name]

[Your Job Title]

Address Line 1

Address Line 2

[Date]

[Employee Name]

Address Line 1

Address Line 2

Dear [Employee Name],

I am writing to formally acknowledge receipt of your resignation notice on [date]. As you requested, your final day of work at [Company Name] will be [end date].

It is with great regret that we see you go. It has been a pleasure working with you these past [X] years, and we appreciate your contribution to the company.

If you have any additional questions during this time, please do not hesitate to contact me or [HR Rep]. Thank you again for your hard work and dedication to [Company Name]. I will be happy to provide you with a reference in the future. We wish you the best in your next chapter.

All the best,

[Signature]

[Your Name]

[Your Position]



[Company Logo Delete or Replace]

Email template #3

Subject Line: Resignation Acceptance and Next Steps

Dear [Employee Name],

I am sorry to hear that you're leaving [Company Name] but wanted to offer my congratulations regarding your exciting new endeavor at [New Company]. You have been an incredible asset to our company, and I am confident you will excel as part of any team in the future. Let me know if you ever need a letter of recommendation and I will happily provide one.

Please accept this email as my formal receipt of your resignation. Per your notice, your last day will be [date]. Please speak to [HR Rep] regarding your final paycheck and details about your benefits. I hope you'll keep in touch.

Warm regards,

[Your Name]

[Your Position]

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