



Letter – Acceptance of Resignation

(Employee Name)

This letter will acknowledge the receipt and the Company's acceptance of your decision, as per your correspondence of (Date), indicating you have resigned your position with (Company Name).

Please find enclosed your final pay, Record of Employment and your accrued vacation pay.

To assist you in your transition to alternate employment, as a gratuitous gesture, we will maintain your benefits until (Date); all benefit coverage will expire as of this date.

We wish you success in your future endeavors.

Sincerely,

(Your Name)

(Your Title)

(Your Phone Number)

(Your Email@company.com)