

Resignation Acceptance Letter from Manager

From,
Lyle Sutton
Ap 34 Elementum St.
South Gate Missouri 68999
(736) 522-8584

01-01-2019

To,
Palmer Gayser
557-2026 Purus St.
Watertown TN 07367

Subject: (_____)

Dear Palmer Geyser,

We have received your resignation and resignation has been accepted. Your last working day will be ----- [date] according to the employment contract and labor law.

Due to the nature of your work and the team you have been handling, you have been given a period of (time) to wrap up your responsibilities and help the company find or train a suitable replacement. Please ensure that the project will not be terminated or adversely affected by your resignation.

Nevertheless, you have been a valuable employee to the company. Your contribution has consistently been reflected in the high output from your team and the results produced from your project. We wish you all the best in your future endeavors.

Best Wishes,

Your Sincerely
Signature
Lyle Sutton