

Official acceptance of verbal resignation

Subject: Acceptance of Your Verbal Resignation

Dear [Employee Name],

This letter is to formally acknowledge and accept your verbal resignation communicated on [Date].

Your last working day will be [Last Working Day] as discussed.

We appreciate your contributions during your tenure and wish you success in your future endeavors.

Please ensure the completion of pending tasks and handover responsibilities before your departure.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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