

## Acceptance letter with appreciation and warm tone

Subject: Acceptance of Your Verbal Resignation

Dear [Employee Name],

We regretfully accept your verbal resignation communicated on [Date]. Your contributions have been highly valuable, and it has been a pleasure working with you.

Your last working day will be [Last Working Day]. We wish you all the best in your future endeavors and hope our paths cross again.

Warm regards,

[Your Name]

[Position]

[Company Name]

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