

Casual acceptance letter for verbal resignation

Subject: Your Resignation

Hi [Employee Name],

We've received and accepted your verbal resignation on [Date]. Your last working day will be [Last Working Day]. Thanks for all your efforts while part of the team, and best of luck ahead!

Cheers,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-accepting-verbal-resignation>