

Acceptance letter showing regret over resignation

Subject: Acceptance of Verbal Resignation

Dear [Employee Name],

We regret to accept your verbal resignation submitted on [Date]. Your dedication and contributions have been invaluable to our organization.

Your last working day is confirmed as [Last Working Day]. We wish you nothing but success in your next endeavors and hope you keep in touch.

Sincerely,

[Your Name]

[Position]

[Company Name]

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