

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Acceptance of Resignation

Dear :

Your resignation has been received and accepted. I wish you the best of luck and much success in your future endeavors.

Sincerely,

N A M E