

RESIGNATION ACCEPTANCE LETTER

To: _____

From: _____

Subject: Acceptance of Resignation

Dear Sir/Madam,

I acknowledge receipt of your resignation letter and hereby confirm acceptance of your resignation from your position. This letter serves as official confirmation that your resignation has been accepted and that your employment will terminate in accordance with the terms set forth in your contract and the applicable laws of the United Kingdom.

Please ensure that all company property in your possession is returned by your last working day. You are reminded of your obligations regarding confidentiality and non-disclosure, which shall survive the termination of your employment.

We thank you for your contributions during your tenure and wish you every success in your future endeavours.

Yours faithfully,

Authorized Signatory

Company Name

Employee Signature

Date

Signature: _____

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