

SAMPLE – Resignation Acceptance

[Date]

[Name]

[Address]

Via [Hand Delivery OR Certified Mail No. _____]

Dear [Mr./Ms. Last Name]:

This morning, regretfully, I received your letter of intent to resign from your position as administrative assistant. I accept your resignation and appreciate your giving me sufficient notice in time to find a competent replacement.

In addition to having an exceptional attendance record, an excellent work ethic, and an enviable talent to write well, you have been a loyal friend. Finding someone to fill your shoes will be no easy task. Nevertheless, I wish you all the best in your future endeavors. You deserve it.

Sincerely,

[Appropriate Signature Authority]