

ACCEPTANCE LETTER

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Introduction

An acceptance letter is a formal letter written to acknowledge the receipt of a particular letter or document. Acceptance letters can signify the receipt of any letter, like a letter of parcel delivery or even a letter of resignation. Such letters are basically acknowledgment letters that reply in the affirmative, that is, with the indication something has been conveyed or received successfully.

Acceptance letters of the other type are the ones that inform the person of his or her admission in a school or college. However, these are different letters and require different skills.

Acceptance Letter Tips

Some tips to write a good acceptance letter:

- Always be polite and concise. The expanse of an acceptance letter is always short. Too many details of the deliver yro the receipt aren't disclosed. One simply informs the reader that the commodity or document has been received and then one ends the letter.
- Always end the letter with thanks to the recipient for his sending or mailing or transmission of the commodity or document received.

Sample Acceptance Letter

From,

Date-

To,

Subject: Acceptance of resignation letter

Dear Mr./Ms.____,

We received your letter of resignation a week back and writing this reply to inform you that it was successfully received, filed and approved. We understand the need of any individual to reconnect with his family and his roots and we support you wholeheartedly in this decision of yours to do so.

With regard to your replacement, we kindly request you to hand over the charge and all the necessary factors to Mr. _____ [name of replacement], as he has been finalized by the Management for the position that was previously held by you.

As we mentioned before, we understand your need to go back to your origins and reconnect with the various elements of your existence. However, as you leave, we must inform you that you were one of the most valued and efficient members of our company and that we're extremely proud to have had the chance to work with you and experience your expertise. We wish you all the best in your future endeavors and hope you succeed in whichever further goal you undertake.

Thanking you,

Yours faithfully,

_____ [Name and designation]

Acceptance Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Acceptance of Resignation Letter

Dear _____(Sir or Madam),

This is to inform you that I on behalf of the organization have accepted your resignation with effect from _____ (What is the Date of Relieving).

We would request you to please hand over the charge to Ms/Mr. _____ (What is the Name of the Replacement Employee) well before you leave to ensure a smooth transition.

We thank you for your contributions towards the growth of the organization and wish you all the very best in your future endeavor.

Thanking You

Yours truly,

Name and Signature

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