

Formal acceptance with handover support

Subject: Resignation Acceptance and Transition Plan

Dear [Employee's Name],

I am writing to confirm receipt and acceptance of your resignation, effective [Last Working Day].

We understand your decision and accept it with sincere regret.

Over the next [notice period], we will work closely with you to ensure a smooth transition of your responsibilities. Please prepare documentation of your ongoing projects and assist in training your replacement, if possible. Your cooperation during this time is greatly appreciated.

We are grateful for the dedication and effort you have shown during your tenure. You will be missed, and we wish you continued success in your next endeavor.

Sincerely,

[Your Name]

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