

Informal resignation acceptance message

Subject: Best Wishes for Your Next Chapter

Hi [Employee's Name],

I can't believe I'm actually writing this, but I accept your resignation. It's hard to imagine the office without your energy and sense of humor. You've made a big difference here, and we'll all miss you.

That said, I'm excited for you and your next adventure. Please keep us updated on how things go. And don't be a stranger – the coffee breaks won't be the same without you!

Take care,

[Your Name]

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