

Provisional resignation acceptance

Subject: Provisional Acceptance of Your Resignation

Dear [Employee's Name],

I am writing to acknowledge your resignation notice, which I regretfully accept on a provisional basis. Your final acceptance will be confirmed upon the successful completion of your handover duties and documentation of ongoing projects.

We highly appreciate your professionalism in ensuring a seamless transition. Once the transition is complete, we will finalize the process and provide you with all necessary clearance documents.

With appreciation,

[Your Name]

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