

Encouraging resignation acceptance letter

Subject: Acceptance of Your Resignation

Dear [Employee's Name],

With regret, I accept your resignation from your role as [Job Title]. While it saddens us to lose such a talented individual, we understand and support your decision to pursue new challenges.

Please remember that this is not a farewell forever. You have left behind an inspiring legacy, and I am confident you will excel wherever you go. Do keep us updated, as your success will always be celebrated here.

Wishing you all the best,

[Your Name]

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