

## Acceptance Of Resignation Letter With Early Release

Dear [Employee Name],

I received your resignation letter with a request for early release from your employment with [Company Name]. After careful consideration and discussion with the relevant departments, I am pleased to accept your resignation and grant you an early release from your duties.

We appreciate the work you have done during your time with us and we understand your reasons for leaving early. We will make the necessary arrangements to ensure a smooth transition for the team, including finding a replacement for your position.

Please let us know if there are any outstanding tasks that need to be completed before your last day of work. We will also provide you with any necessary paperwork and documentation related to your departure.

Thank you for your contribution to the company, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]