

Formal, professional tone for corporate HR use

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Resignation Date] and accept your decision to resign from your position as [Position] at [Company Name].

After reviewing your request for an early release, we are pleased to approve your last working day as [Early Release Date]. We appreciate your contributions during your tenure and wish you the very best in your future endeavors.

Please ensure that all handovers, company property, and pending tasks are completed before your release date.

Sincerely,

[Manager Name / HR Department]

[Company Name]

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