

Friendly, casual tone for internal communication

Hi [Employee Name],

Thanks for letting us know about your decision to resign. We understand your reasons and support your choice. Your last day with us will be [Early Release Date], as requested.

Make sure to wrap up any ongoing work and handover responsibilities to your team. We wish you all the best for your next adventure!

Cheers,

[Manager Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acceptance-of-resignation-letter-with-early-release>