

Emotional, appreciative tone for a valued employee

Dear [Employee Name],

It is with mixed emotions that we accept your resignation from [Company Name]. While we are sad to see you leave, we fully support your request for an early release, effective [Early Release Date].

Your contributions, dedication, and positive attitude have made a lasting impact on our team. We are truly grateful for your time here and wish you nothing but success in your future endeavors.

Warm regards,

[Manager Name]

[Company Name]

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