

Conditional acceptance requiring handover completion

Dear [Employee Name],

We have received your resignation and understand your request for early release. Your resignation is provisionally accepted, with your last working day set for [Provisional Early Release Date], pending completion of all handover tasks and return of company property.

Once all requirements are fulfilled, your early release will be confirmed. Thank you for your attention to this matter.

Sincerely,

[Manager Name / HR Department]

[Company Name]

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