

Acceptance Of Resignation Letter With Immediate Effect

Dear [Employee],

I have received your resignation letter with immediate effect, and I want to inform you that I have accepted your resignation. I understand that this decision was not easy for you, and I want to thank you for your service and contribution to the company during your tenure.

Please know that we value your contributions and the impact you have made during your time with us. We will do everything we can to ensure a smooth transition process for both you and the company.

As per our company policies, we will process your final paycheck and any outstanding benefits that you are entitled to receive. If you have any questions or concerns, please do not hesitate to reach out to HR or your supervisor.

We wish you all the best in your future endeavors and hope that you will keep in touch.

Sincerely,

[Your Name]

[Company Name]