

Official acceptance of immediate resignation

Subject: Acceptance of Your Resignation Effective Immediately

Dear [Employee Name],

This is to formally acknowledge and accept your resignation from the position of [Position Name] at [Company Name], effective immediately as per your request dated [Resignation Date].

We thank you for your contributions during your tenure and wish you success in your future endeavors. Please coordinate with HR to complete all necessary exit formalities and return any company property.

Sincerely,

[Manager/HR Name]

[Position]

[Company Name]

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