

Emotional and appreciative response to immediate resignation

Subject: Acceptance of Your Immediate Resignation

Dear [Employee Name],

We regret to see you leave [Company Name] but understand your decision to step down with immediate effect. Your contributions have been highly valued, and your presence will be missed by the entire team.

We wish you success and fulfillment in your future journey. Please reach out to HR to finalize all pending formalities.

Warm regards,

[Manager/HR Name]

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