

## Acceptance Of Resignation Letter With Short Notice

Dear [Employee Name],

I have received your resignation letter dated [Date] and I want to inform you that we accept your resignation with effect from [Date of Last Working Day].

While we understand that you have provided short notice, we appreciate the work you have done for our company during your tenure here, and we wish you all the best in your future endeavors.

Please let us know if there is anything we can do to assist with your transition out of the company.

We will arrange for the necessary paperwork and any outstanding dues to be settled before your departure.

Thank you for your contributions to our company and for your cooperation in this matter.

Sincerely,

[Your Name]

[Company Name]