

Formal acceptance letter for short notice resignation

Subject: Acceptance of Resignation

Dear [Employee Name],

We have received your resignation dated [Date] with a notice period of [Number of Days].

This letter serves to formally acknowledge and accept your resignation from your position as [Position] at [Company Name], effective [Last Working Day].

We understand your reasons for a short notice period and appreciate your contributions to the team during your tenure.

We wish you all the best in your future endeavors and hope for your continued success.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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