

## **Warm and appreciative acceptance of resignation**

Subject: Acknowledgment and Acceptance of Your Resignation

Dear [Employee Name],

We acknowledge receipt of your resignation and understand your need for a short notice period.

While we are saddened to see you leave on such short notice, we appreciate your dedication and the value you brought to [Company Name].

Your last working day will be [Date]. We wish you the very best in your future endeavors and hope our paths may cross again.

Thank you for your contributions.

Warm regards,

[Manager Name]

[Designation]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/acceptance-of-resignation-letter-with-short-notice>