

## Formal letter with appreciation tone

Subject: Acceptance of Short Notice Resignation

Dear [Employee Name],

We have received your resignation with a notice period of [Number of Days] and hereby accept it, effective [Last Working Day].

We sincerely appreciate your dedication and the contributions you have made during your time with [Company Name].

Wishing you success in your future endeavors.

Best regards,

[Manager Name]

[Designation]

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