

# Formal Forced Resignation Letter

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter acknowledges the receipt of your resignation, effective from [Resignation Date]. After careful consideration, the management has decided to accept your resignation due to [Reason: e.g., restructuring, performance issues]. Please ensure that all company property is returned and that pending tasks are handed over to your designated replacement.

We wish you success in your future endeavors.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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