Formal acceptance with instructions for handover

Subject: Acknowledgement of Verbal Resignation

Dear [Employee Name],

This letter serves to formally acknowledge your verbal resignation dated [Date]. Your last working day is set for [Last Working Day]. Kindly ensure the completion of ongoing projects and the proper handover of responsibilities before your departure.

We appreciate your contributions and professionalism throughout your tenure. Wishing you continued success.

Sincerely,

[Your Name]

[Position]

[Company Name]

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