## Preliminary acceptance pending final procedures

Subject: Provisional Acceptance of Verbal Resignation

Dear [Employee Name],

We acknowledge your verbal resignation communicated on [Date]. This is a provisional acceptance, pending completion of all formalities including final clearance and handover. Your last working day is tentatively set for [Provisional Last Working Day].

Please coordinate with HR for any required documentation.

Sincerely,

[Your Name]

[Position]

[Company Name]

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