

Request To Accept Resignation Letter

Dear [Manager's Name],

I hope this letter finds you well. I am writing to request that you accept my resignation from [company name]. I recently submitted my resignation letter, and I am aware that the process may take some time. However, I am eager to ensure that all necessary steps are taken to facilitate a smooth transition for both the company and myself.

I would like to take this opportunity to express my sincere gratitude for the opportunities that have been given to me during my time here. I have learned so much from my colleagues and have enjoyed being part of such a dedicated and talented team.

If there is anything further that I can do to ensure a seamless transition, please do not hesitate to let me know. I will do my utmost to ensure that all outstanding projects are completed to the best of my ability before my departure.

Thank you for your understanding and support during this time. I wish the company and my colleagues all the very best for the future.

Sincerely,

[Your Name]