

Professional request to approve an employee's resignation

Subject: Request to Accept Resignation

Dear [Manager's Name],

I am writing to formally request acceptance of my resignation from the position of [Your Job Title] at [Company Name], effective from [Last Working Day]. I have thoroughly considered this decision and believe it is the best course for my personal and professional growth.

I sincerely appreciate the opportunities and support provided during my tenure and hope for a smooth transition. Kindly acknowledge and accept my resignation at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

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