

Expressing gratitude while requesting acceptance of resignation

Subject: Request to Accept Resignation

Dear [Manager's Name],

It is with mixed emotions that I submit my resignation from [Company Name] as [Your Job Title], effective [Last Working Day]. Working here has been an enriching experience, and I am grateful for all the mentorship and opportunities provided.

I kindly request your acceptance of my resignation and support for a smooth transition process. I hope to maintain positive relations in the future.

Warm regards,

[Your Name]

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