

Resignation acceptance request pending clarification of terms

Subject: Request to Accept Resignation

Dear [Manager's Name],

I would like to submit my resignation from [Your Job Title] at [Company Name], effective [Last Working Day]. I request acceptance of my resignation, pending clarification of [specific terms, e.g., notice period, final settlement].

I am committed to ensuring a smooth handover of responsibilities during this period.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/request-to-accept-resignation-letter>