

Professional resignation request emphasizing notice period

Subject: Request to Accept Resignation

Dear [Manager's Name],

I am submitting my resignation from the position of [Your Job Title] at [Company Name], effective from [Last Working Day]. As per my employment agreement, I will serve the notice period of [Number of Days/Weeks].

I kindly request your formal acceptance of my resignation and any necessary guidance for a seamless transition.

Sincerely,

[Your Name]

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