

Heartfelt Resignation Acceptance Letter

Subject: Acceptance of Resignation

Dear [Employee's Name],

It is with mixed emotions that I accept your resignation from [Company Name]. While I completely respect your decision to move forward in your career, I want to take a moment to acknowledge the immense value you have brought to this organization. Your dedication, hard work, and positive attitude will be deeply missed.

Your last working day will be [Last Working Day], and I hope you will carry with you fond memories of your time here. Please complete the formalities with HR to ensure a smooth transition.

We are truly grateful for all that you have contributed, and I personally wish you continued success and happiness in your future path.

Warm regards,

[Your Name]

[Your Designation]

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