

## **Acceptance subject to conditions or review**

Subject: Provisional Acceptance of Resignation

Dear [Employee Name],

I acknowledge receipt of your resignation dated [Date]. Your resignation is provisionally accepted, pending the completion of all pending projects and the handover of responsibilities.

Your final confirmation will be communicated upon satisfactory completion of these requirements.

We appreciate your cooperation during this transition period.

Regards,

[Manager Name]

[Designation]

[Company Name]

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