

Friendly and Informal Resignation Acceptance

Subject: Best Wishes on Your Next Chapter!

Hi [Employee's Name],

Thank you for letting me know about your decision to resign. While we'll definitely miss having you on the team, I completely understand your reasons and wish you all the best in your new role.

You've been a great part of our journey here, and your positive energy and commitment won't be forgotten. Let's make sure your final few weeks go smoothly â€” we'll coordinate on your handover together.

Good luck with everything ahead! Don't be a stranger â€” stay in touch.

Best,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/resignation-acceptance-letter>