

# Immediate Resignation Acceptance Message

Subject: Acceptance of Immediate Resignation

Dear [Employee's Name],

We acknowledge receipt of your resignation email dated [Date], requesting to end your employment with immediate effect. After reviewing your request, management has agreed to accept your resignation effective immediately.

Please coordinate with the HR department to finalize your clearance and return any company property. Your final settlement will be processed as per company policy.

We thank you for your services to [Company Name] and wish you success in your future career endeavors.

Sincerely,

[Your Name]

[Your Position]

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