

Emotional and Appreciative Resignation Acceptance

Subject: Wishing You the Best After Years of Service

Dear [Employee's Name],

It is with mixed emotions that I accept your resignation, effective [Date]. Having worked with you for [Number] years, your departure will surely be felt across the company.

Your loyalty, dedication, and professionalism have greatly contributed to our growth. You've played a vital role in mentoring others and setting a standard for excellence in your department.

As you move forward to new adventures, please know that your efforts will always be remembered and appreciated. The entire team joins me in wishing you all the best in your next journey.

With heartfelt thanks,

[Your Name]

[Your Position]

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