

Acknowledgment with appreciation and emotion

Subject: With Thanks and Best Wishes

Dear [Employee Name],

We have received your resignation effective [Last Working Day].

It is with mixed emotions that we accept your decision, as your dedication and positive spirit have been invaluable to the team.

We sincerely thank you for your contributions and wish you continued success in your journey ahead.

Warm regards,

[Manager Name]

[Designation]

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