

Heartfelt Resignation Approval Letter

Subject: Wishing You the Best After Your Resignation

Dear [Employee Name],

We acknowledge your resignation from your role as [Job Title] at [Company Name], effective [Last Working Day]. Your dedication and commitment have greatly impacted our team, and your presence will be sincerely missed.

Thank you for your hard work and positive influence. We wish you every success and happiness in the next chapter of your career.

Warm regards,

[Sender Name]

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