

Conditional Acceptance Letter

Subject: Acceptance of Termination

Dear [HR/Manager Name],

I have received the notice of termination dated [Date] and accept the decision as stated. I

understand that my last working day will be confirmed as [Last Working Day], pending completion of exit formalities.

Kindly guide me regarding any pending responsibilities or clearance procedures.

Sincerely,

[Your Name]

[Employee ID]

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