

## **Friendly, Respectful Acceptance**

Subject: Acceptance of Termination Notice

Dear [Manager's Name],

I am writing to formally acknowledge and accept the termination notice received on [Date]. My last working day at [Company Name] will be [Last Working Day].

I truly appreciate the opportunities provided and the professional growth I experienced here.

Wishing the team all the best in future endeavors.

Regards,

[Your Name]

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