Professional voluntary resignation acceptance

Subject: Acceptance of Your Resignation

Dear [Employee Name],

This letter serves to formally acknowledge and accept your resignation from your position as [Job Title] with [Company Name], effective [Last Working Date] as stated in your resignation letter dated [Date].

We understand your decision and respect your choice to pursue new opportunities. Your contributions to our team have been valuable, and we appreciate the professionalism you have shown throughout your tenure.

During your remaining time with us, please ensure all current projects are properly documented and transitioned. HR will contact you regarding final paperwork, benefits information, and the return of company property.

We wish you success in your future endeavors.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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