

Heartfelt VR Acceptance Letter

Subject: Acceptance of Voluntary Redundancy Offer

Dear [HR Manager's Name],

After much reflection, I have decided to accept the voluntary redundancy offer. It has been a privilege to be part of [Company Name], and I am grateful for the experiences and relationships built during my time here.

I will ensure a thorough handover and assist in any way needed to support the team during this transition. Please let me know any documentation or steps required from my side.

Thank you sincerely for the support and guidance throughout my tenure.

Warm regards,

[Your Name]

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