

Short email confirming immediate resignation

Subject: Immediate Resignation Accepted

Dear [Employee Name],

Your resignation effective immediately has been received and accepted. We appreciate your time and effort with [Company Name] and wish you the best for your future.

Please ensure that all handover tasks and company property are completed promptly.

Regards,

[Manager/HR Name]

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<https://www.lettersandtemplates.com/letters/acceptance-of-resignation-letter-with-immediate-effect>