

Formal acceptance with acknowledgment of contributions

Subject: Acceptance of Immediate Resignation

Dear [Employee Name],

We acknowledge your resignation from your role as [Position Name], effective immediately. Your efforts and dedication to [Company Name] have been greatly appreciated, and we thank you for your service.

Please complete all pending tasks and coordinate with HR for clearance and formalities.

Best wishes for your future endeavors.

Sincerely,

[Manager/HR Name]

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