

Formal Acceptance of Resignation Without Notice Period

Dear [Employee Name],

We acknowledge receipt of your resignation letter submitted on [Date] and understand your request to forgo the notice period.

After review, we hereby accept your resignation effective immediately. Your contributions to [Company Name] during your tenure have been appreciated, and we wish you the best in your future endeavors.

Please ensure the return of all company property and completion of any pending handover tasks at the earliest convenience.

Sincerely,

[Your Name]

[Your Position]

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