

Official Acceptance Letter of Immediate Resignation

Dear [Employee Name],

We have received your resignation dated [Date] and acknowledge your decision to not serve the notice period.

This letter serves to formally accept your resignation with immediate effect. We appreciate the work you have done for [Company Name] and wish you continued success in your future endeavors.

Kindly complete all formalities regarding the handover of responsibilities and company property at the earliest convenience.

Sincerely,

[Your Name]

[Your Position]

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