

Heartfelt Forced Resignation Letter

Subject: Acceptance of Your Resignation

Dear [Employee Name],

While the circumstances leading to this decision are challenging, we acknowledge your contributions during your tenure. We request your resignation effective [Date] and hope for your understanding.

We genuinely wish you the best in your future endeavors and trust that you will succeed in your next role.

Warm regards,

[Manager Name]

[Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/forced-resignation-letter>