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PDF Dear [Employee Name],After receiving your resignation letter that included an early release request, I am glad to inform you that your resignation has been accepted and you are relieved of your duties starting today.While we wished that you can stay with us for longer, we respect your decision and support you in your quest.Best Regards
Download Word Doc Download PDF Dear [Colleague Name],I am really sorry to know that you have decided to leave the company and pursue dreams somewhere else. We made a great team and things will never be the same without you. We have our share of success and disappointments, but the moments we spent working on things will be forever in our memories.I wish you the best in whatever you decide to do. You deserve the best and I am sure that you will excel whatever you choose to do.Best Regards
Download Word Doc Download PDF Dear [Employee Name],I read your resignation letter with great sorrow. You have been an excellent employee and it was a true privilege to have someone like you on my team. I understand the reasons that led to your decision and support you in whatever you choose to do next.Please consider your resignation accepted. Wish you the best!Regards
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