

Resignation Acceptance Email

From,
Eleanor Jennings
9631 Semper Ave
Astoria NJ 66309
(906) 217-1470

01-01-2019

To,
Ezra Duffy
Ap 7348 Dis Rd.
Austin KY 507103

Subject: (_____)

Dear (Name),

This mail regarding approves the receipt of your resignation that you sent on 02.04.2019. You have been accompanying our effective collaboration for a long time. However, I found your reasons to be consistent enough and conceded your decision as a final. I appreciate the early announcement and would like to thank the years of commitment and dedication. According to your employment contract, your notice period ends on 03.05.2019 are your last working day.

Obtaining a suitable alternative is not an effortless task. Help us transfer your responsibilities as required and maintain to perform at your maximum. Good luck with your following projects.

Best Wishes,

Yours Faithfully
(Signature)
Eleanor Jennings

