

Resignation Acceptance Letter with Immediate Effect

From,
Jasper Carney
1195 Lobortis Rd.
New Orleans New Hampshire 71983
(763) 409-5446

01-01-2019

To,
Remedios Hester
487-5787 Mollis St.
City of Industry Louisiana 67973

Subject: (_____)

Dear Remedios Hester,

This mail regarding approves the receipt of your resignation that you sent on [date]. Your case has been reviewed and your resignation has been approved. Per your request in the email dated (date), your employment will be terminated effective immediately on (date). You are requested to attend a meeting on (date and time) to discuss the completion of formalities and responsibilities, as well as other obligations regarding the capacity of work and the company. 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,

Your Faithfully,
(Signature)
Jasper Carney