

Resignation Acceptance Letter with Short Notice

From,
Wilma Pace
Ap 76-6532 Odio Rd.
Darlington CO 06963
(926) 709-3295

01-01-2019

To,
Vielka Nielsen
Ap 7326 Elementum Rd.
Fort Smith North Dakota 79637

Subject: (_____)

Dear Vielka Nielsen,

We have considered your resignation letter and your resignation has been approved. We understand the reasons that led to your resolution, and we will assist you in whatever you wish to choose in the future.

As per your request, your employment shall be terminated on (date). Due to the short deadline you have requested, we expect your full cooperation in helping find or train a suitable replacement. You are also expected to attend a meeting on (date and time) to discuss the specifics of your exit from the company.

Warm Regards,

Yours Sincerely,
(Signature)
Wilma Pace