TO WHOMSOEVER IT MAY CONCERN

                                                                             Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr/Ms/Mrs \_\_\_\_\_\_\_\_\_\_  
This has reference to your letter of resignation dated \_\_\_\_\_\_\_\_\_\_, wherein you have requested to be relieved from the services of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of organization) on \_\_\_\_\_\_\_\_\_\_\_\_\_.  
We would like to inform you that your resignation is hereby accepted and you are being relieved from the services of the  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with effect from closing office hours of \_\_\_\_\_\_\_\_\_.

The management would like to thank you for your service with the company and we wish you all the best in your future endeavors.

For  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory