To                                                                                               Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dear Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_

With reference to your resignation dated \_\_\_\_\_\_\_\_\_ where you had requested to relieve from the services of the company from \_\_\_\_\_\_\_\_.  Here we are informing you that your resignation has been accepted and you can relieve from services on \_\_\_\_\_\_\_\_.

We would like to thank you for your services and wish you all the best in future endeavours.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_