To                                                                                               Date:

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

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

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

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

This is with reference to your resignation dated \_\_\_\_\_\_\_\_\_\_\_ .

Your resignation has been accepted and you can relieve from the services our company effective from the closing hours of \_\_\_\_\_\_\_\_. (date of relieving)

Your full and final settlement would be settled within 30 days and you can contact HR department for any further information.

We are thankful for your efforts and contribution during your tenure with us and we wish you all the best for your future endeavours.

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

Authorized Signatory