**To Whomsoever It May Concern**

Place:

Date:

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

With reference to your resignation dated \_\_\_\_\_\_\_\_\_, from the post of \_\_\_\_\_\_\_\_\_\_\_\_. Your resignation has been accepted and you will be relieved from the services of the company on\_\_\_\_\_\_.

As per the company norms, you have to serve one month notice period and your full & final settlement will be processed after the relieving date.

We appreciate your contributions to the company and we wish you all the best in your future endeavours.

For The Company Name,

Authorized Signatory.