**To Whomsoever It May Concern**

Place:

Date:

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

This is regarding your resignation dated \_\_\_\_\_\_\_\_. Your resignation has been accepted by the management and  you will be relieved from your service after the closing hours on \_\_\_\_\_\_\_.

Your full and final settlement will be processed after serving the two-month notice period.

We are grateful for your dedication and hard work during your service with us.

We wish you every success in your future endeavours.

For The Company Name,

Authorized Signatory.