**To Whomsoever It May Concern**

Place:

Date:

This is to certify that the resignation of **Mr./Ms.** \_\_\_\_\_\_\_\_\_\_(**employee name**) has been accepted by the company.

**He/She** will be relieved from the services of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**company name**) with effect from the closing hours of \_\_\_\_\_\_\_(**last working date**) as a \_\_\_\_\_\_\_\_\_\_\_\_\_(**designation**).

We appreciate his dedication and contribution during his/her tenure with us.

We wish him/her all the success in all future endeavours.

For The Company Name,

Authorized Signatory.