**To Whomsoever It May Concern**

Place:

Date:

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

This is to certify that your resignation dated \_\_\_\_\_\_\_ has been accepted and you can be relieved from your duties on \_\_\_\_\_\_\_\_\_ as a \_\_\_\_\_\_\_\_\_\_\_\_\_(job designation).

We thank you for your contributions during your tenure with us and we wish you all the success in your future endeavours.

For The Company Name,

Authorized Signatory.