**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

**#\*currentaddress\*#**

Subject: Resignation Acceptance

This is in reference to your letter of resignation from the position of **#\*designation\*#** submitted on **#resignation date#**. With great regret and disappointment, the management has accepted your resignation. We are really sorry that you have decided to leave, but we can only respect your decision and wish you the best in your next endeavour.

As agreed during our **#discussion or meeting#** in this regard, you will be relieved of your responsibilities at the end of your last working day on **#exit date#**.

We appreciate your advance notice and your commitment to hand over your duties as complete as possible. The HR Team will separately discuss the exit formalities with you, including the handover of any projects, official data or documents, materials or assets belonging to the company.

We would also like to thank you for your dedication, efforts and performance while you have worked with us so far. It has been a pleasure having you as one of our employees and we wish you success in your future endeavours.

For **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Designation#**

**#Signing Authority Name#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_