**#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#**. Your resignation has been approved by the organization and you will be relieved of your responsibilities at the end of your last working day on **#exit date#**.

It has been a pleasure having you as one of our employees and we wish you success in your future endeavours.

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.

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

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

**#Signing Authority Designation#**

**#Signing Authority Name#**

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

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

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