**#Date#**

To,

**#\*Fname\*# #\*Lname\*#**

**#\*CAddress\*#**

Subject: Acceptance of Resignation

We are in receipt of your resignation letter dated **#date of resignation#**. This letter is the acknowledgement and acceptance of your resignation. You will be relieved of your duties on **#proposed exit date#** after the closure of office hours.

We expect you to perform your duties with full dedication and without any shortfalls up till your exit from the organization. Please ensure you adequately handover the required tasks, documentation, knowledge and information as per the requirements mentioned by your supervisor.

You are requested to settle your dues, if any, from the Accounts Department and obtain the clearance certificate accordingly.

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

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

**#Signing Authority Designation#**

**#Signing Authority Name#**

*Please return a signed copy of this letter for our records.*

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

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

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