

Date:

Name

Dept

Through: Manager

Dear Mr. ,

With reference to your letter dated, by which you have tendered your resignation from our Company with effect from, your resignation, with effect from the said date is hereby accepted.

Please liaise with your immediate superior, regarding the utilisation of leave and handing over of your duties.

Please meet the undersigned on at for an exit interview and to discuss matters relating handing over of documents and a date for the settlement of your final dues.

While thanking you for your services to our company we wish you all the very best in all your future endeavours.

Yours truly,

Name of Company

Designation of Signatory

CC: