Date:

Employee Name

Designation

Department

Dear \_\_\_\_\_\_\_

This has reference to your resignation dated \_\_\_\_\_\_\_\_\_\_.

Your request is being accepted & you are relieved from the services of the company by the closing hours of \_\_\_\_\_\_\_\_\_\_\_. We wish to place on record that you had been under the employment of company name since date of joining with the current position as \_\_\_\_\_\_\_\_\_\_\_\_

We wish you all success in your future endeavors.

**FOR COMPANY NAME**

**AUTHORISED SIGNATORY**