

Resignation Acceptance Letter

Date: November 28, 2017

To,
ATTN
ADDRESS
POSTAL CODE
COUNTRY

Subject: Resignation Acceptance letter

Dear Mr./Mrs.,

This is to acknowledge that we have received your resignation letter submitted on ----- (date of receipt).

I would like to inform you that your resignation has been accepted by----- (accepting officer), and you will be relieved of your duties as ----- (mention post of employee) from ----- (company name) on ----- (date of last working day) your last working day here.

Your resignation letter has been forwarded to ----- (department/s to which letter is forwarded) for completing all the formalities with regard to your departure. [If applicable:] You are scheduled for an exit interview on ----- (date).

Please be informed your dues will be delivered to you by ----- (cheque/bank transfer) on ----- (mention date)

It has been a pleasure to have you as an employee and your diligence, determination, hard work and cheerfulness will be greatly missed.

All of us here at ----- (company name) wish you every success in your new endeavor.

If you have any questions, please feel free to contact me directly. Looking forward to your reply.

Yours sincerely,

<NAME>

<Signature>

<Formal Name + Title>