

Resignation Acceptance Letter

To,

Roger Moore

Employee id: 4567

Designation: Software Analyst

Department: Testing

Rose Valley Apartments,

45 Aspen High Street

London 3456

UK

Dated: 12th of December 2011

Subject: Letter for acceptance of resignation

Dear Roger,

This letter is in reference to your resignation dated 12th of November 2011.

We would like to inform you that your resignation has been accepted. We relieve you from your responsibilities with the company with effect from the close of business hours on 12th of December 2011. You have been a valuable employee for us. You have always met project deadlines and been a disciplined employee. We understand the circumstances under which you have resigned and it is very much acceptable.