

Resignation Acceptance Letter

Date _____

Name: _____

Address: _____

Dear Albert,

With reference to your resignation letter dated _____ submitted to the management from the position of manager I wish to inform you that your resignation is accepted. As per the company's policy and employment agreement, you have to serve a one month notice period. You will be relieved from the services of the organization on dated _____

We wish you all the best for your future assignments and it was a great pleasure having you on board.

Regards

Signature

Name of the Department Head