

Resignation Acceptance And Relieving Letter Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Designation]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acceptance of Resignation and Issuance of Relieving Letter

I hope this letter finds you well. I am writing this letter to officially acknowledge and accept your resignation from your position as [Your Designation] at [Company/Organization Name]. We have received your resignation letter dated [Resignation Date], in which you mentioned your last working day as [Last Working Day].

We genuinely appreciate the dedication and hard work you have contributed to the company during your tenure here. Your contributions have been valuable, and you have been an integral part of the team.

As per your notice period of [Notice Period], your last working day with [Company/Organization Name] will be on [Last Working Day]. During this period, we expect you to complete any pending assignments and facilitate a smooth transition of your responsibilities to your successor or the concerned team members.

Furthermore, you are requested to hand over all company property, documents, and any other

materials in your possession that belong to the company.

Upon completion of your notice period and successful handover of responsibilities, we will issue your relieving letter. The relieving letter will certify that you have completed all formalities and obligations and that you are relieved from your position with [Company/Organization Name] as of [Last Working Day].

Please feel free to contact the HR department if you have any questions or need assistance during this transition period.

Once again, we extend our best wishes for your future endeavors. We sincerely hope you achieve success and fulfillment in your future career pursuits.

Thank you for your valuable contributions to the company.

Sincerely,

[Your Name]

[Your Designation]

[Company/Organization Name]

Note: The above format is a general template for the resignation acceptance and relieving letter.

Make sure to customize it according to your specific situation and company policies. Also, ensure that the letter is printed on company letterhead and signed by the authorized signatory of the company.