

Formal Resignation Acceptance and Relieving Letter

Subject: Acceptance of Resignation and Relieving from Duties

Dear [Employee's Name],

This is to formally acknowledge the receipt of your resignation letter dated [Date]. After due consideration, your resignation has been accepted and your last working day with [Company Name] will be [Last Working Day].

Please ensure that all pending tasks, company property, and documentation are handed over to your reporting manager before your final day. Your final settlement, including dues and benefits, will be processed in accordance with company policies.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

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