

Official and Serious Resignation Acceptance Letter

Subject: Official Acceptance of Resignation

Dear [Employee's Name],

This letter is in reference to your resignation dated [Date]. After review, your resignation has been formally accepted, and your last working day with [Company Name] will be [Last Working Day].

Please adhere strictly to the clearance procedures outlined by HR. Your relieving will only be processed upon submission of all company assets and pending work. Any deviation may delay your final settlement.

We acknowledge your time with the company and extend our formal good wishes for your future career.

Sincerely,

[Your Name]

[Your Designation]

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