

## **Your Resignation is Accepted**

Dear [Employee Name],

We have received your resignation letter and your resignation has been accepted.

Your last working day shall be [some date] as per the employment contract and the labor law.

We expect a comprehensive and full handover of your responsibilities and assigned tasks and we kindly ask you to maintain a clean working track record in terms of punctuality, performance, and professionalism until your employment completes.

Good luck!

Best Regards