

Detailed Resignation Acceptance Email From Employer

Name:

Job Title:

Location:

Date of Joining:

Dear [Employee Name],

We are writing to confirm the receipt of your written resignation, dated _____, advising of your intention to cease providing services as [Job Title]. The company hereby accepts your resignation.

For purposes of clarification and understanding we would like to draw your attention to the following:

1. Last Working Day: _____.
2. Notice Period: As per your contract, your notice period is 1 month, which you are required to work.
3. Employee Medical Insurance: You are entitled to continued medical insurance coverage during your notice period. Your card should be returned to the HR Department on or before your last date of employment.
4. Company access cards/Assets: Laptop/ID cards (if any) are to be returned to the HR Department on your last working day.
5. End of Service Benefit: This will be calculated and paid as per Labour Law. A calculation will be made and provided to you in writing at least 7 days prior to your last working day.
6. Accrued Leave: All accrued leave/overtime/compensatory off (if any) will be paid out in your final settlement.
7. Final Dues: Your final dues will be payable in cheque as soon as you have completed all the pending final settlement processes. Your final settlement will be paid into the bank account that your salary is ordinarily paid into. Should you require a different arrangement you should discuss this request with the HR Manager, requests will only be considered where an employee has not requested a salary letter for purposes of loans.

8. Employment Visa: Your labour card & employment visa will be cancelled on your last working day. To enable us to finalize the process, you are required to hand your passport to the HR Department at least 7 days prior to your last day. Your passport will be returned back to you upon cancellation.

9. Confidentiality: Confidentiality of data and records is important. Any act/ attempt to disclose confidential data will be considered as breach of Company Policies and the law.

10. Certificate of Service: This will be issued to you as per terms and conditions of your employment. Prior to your last working day the HR Manager will arrange a meeting with you in order to conduct an exit interview. Should you have any questions about your final settlement, please do not hesitate to contact your HR Manager.

I would like to take this opportunity in thanking you for your contribution to the [Company Name] and wish you all the success in your future endeavors.

Yours Sincerely,