Date

Name of the Organisation

Address

Name of the Employee

Designation

Department

Dear \_\_\_\_ (Employee Name),

This letter/email is to confirm and accept your letter of resignation dated \_\_\_\_\_ for the \_\_\_\_\_\_ (position) at \_\_\_\_\_\_ (name of the company/organisation), effective \_\_\_\_\_\_ (date).

Please return the company properties at the earliest, before or on the last working day in the organisation and we have attached the documents regarding employee benefits, final wages, benefit coverage, amongst others for exiting employees. Please feel free to reach out to the Human Resources department via \_\_\_\_ (email) and \_\_\_\_\_ (contact number) for queries related to the same.

Thank you for working with us at \_\_\_\_\_\_. We wish you success for your future endeavours.

Sincerely,

HR Manager's Name

Signature