

# Resigantion Acceptance Letter

Date: \_\_\_\_\_

Employee Name : \_\_\_\_\_

Employee Code \_\_\_\_\_

Dear ( Name ) ,

With deep regret we accept your resignation letter dated \_\_\_\_\_.  
The management has accepted your resignation letter and as per the  
employment bond you will have to serve the notice period of 15days.  
You will be relieved on dated \_\_\_\_\_

Please collect your experience certificate and clear all your dues and  
payments from the accounts department.

We are thankful for your services and we wish you all the best for  
your future.

Warm Regards

Director

(Name, Designation & Signature )

