[COMPANY LETTERHEAD]

[Name of the Human Resource Manager]

[Position]

[Name of the Company]

[Address]

[Date]

[Name of the Employee]

[Position]

[Name of the Company]

[Address]

Dear Mr./Ms. [Last Name of the Employee],

With regard to your resignation letter dated on [Date], we hereby accept your resignation and we agree to relieve you from the duties on [Date]. We also confirm that you have worked in our company as [Position] for [N] years.

During your employment with us, we found you to be very hardworking, honest, and very professional with the performance of your job.

The company would like to thank you for your services and we wish you all the best in your future plans.

Sincerely,

[Name and Signature]

[Job Position]

[Company Name]