[Company Letterhead]

[Date]

[Name of Recipient or Employee]

[Job Role or Position]

[Address of Employee]

Dear [Name of Employee],

This letter is made in reference to your resignation dated [date of resignation letter] requesting relief of your duties on [date of effectivity]. We would like to inform you of acceptance of your resignation and thus hereby relieve you of your duties as [name of position] effective at the close of business hours on [date of effectivity].

Your final and full clearance will be issued after 30 days from your effectivity date. We thank you for the contributions made to the organization and wish you all the best on your future undertakings.

Sincerely,

[Signature]

[Name of Sender]

[Job role or position]

[Name of Company]

[Address of Company]