**Date :**

**Name**

**Employee Id :**

**(DESIGNATION)**

**The Professional Consultancy Services**

Sub: Release Letter from employment

Dear NAME

With reference to your letter of resignation dated (DATE), we hereby confirm that your resignation has been accepted and you will be released from your duties as (DESIGNATION) at The Professional Consultancy Services COB on (DATE).

Your contribution to this organization and success will always be appreciated. We wish you all the best for your future endeavors.

Yours Sincerely,

For **The Professional Consultancy Services**

Manasi Das (Halder)

(Proprietor)