May 13, 2013

Ref: ABC/HR/-0283-05

**Release Letter**

Dear Mr. ----------,

Your resignation has been accepted, effective from May 15, 2013. From now there is no pending issues or dues regarding financial or official matter. We are releasing you from all types of official dealings.

We wish the very best of your future, and are thankful for your impeccable services you provided to this company.

We wish you success and a very bright future in life.

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**Concern Person Name**

**HR & Admin**

Cc: Personal File