**Confidential**

Date: 22-Oct-2021

**To**

**[Salutation]. [Full Name]**

[Designation]

[Department]

[Design & Development Division]

**Subject: Acceptance of Resignation Letter**

**Dear [Sulatation]. [First Name],**

Your resignation from your position has been accepted, effective [Date of Resignation] and your last working day will be [Date of Last working day].

We have no doubt you will continue to perform to your usual high standards during your notice period with the organization.

It has been a pleasure working with you, and we wish you all the best in the future.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Abdul Basit Ali**

**Manager – HR & CP**

Human Resources

Cc: Personal File: [Employee ID]

Finance Department