Ref: -HR 0310/08005

Date: ……………

**To Whom It May Concern**

This is to certify that Mr. XYZ served as a Software Engineer at our organization since July 1, 2009. During the period of his service, we found him sincere, honest and hardworking. He has the dedication and devotion for the betterment of the organization.

During his tenure, he was involved in several projects where he shows his expertise in PHP, Python, SQL, JavaScript, CSS, HTML, WordPress, Joomla, and other tools & technologies.

To the best of my knowledge, he is not engaged with any subversive activities to the state as well as the organization.

We wish him every success in life.

Sincerely

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

Date: ……………

**Mr. X**

Software Engineer,   
Mobile:

E-mail:

Sub: **Release Letter**

Dear Mr. X,

In reference to your resignation letter dated ………., that your resignation is hereby accepted and you are being released from the services of the company with effect from …………….

Hence, we wish you all the best.

Sincerely

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

Date:

**Mr.**

Software Engineer,   
Mobile:

E-mail:

Sub: **Acceptance of resignation** **letter**

Dear Mr.,

In reference to your resignation letter dated ………………, that your resignation is hereby accepted and your last working day with us will be …………….. We have no objection if you join anywhere after that period.

Hence, we wish you all the best.

Sincerely

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