**Letter of Resignation Acceptance Format**

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| Date:\_\_\_\_\_\_\_  Employee Name :\_\_\_\_\_\_\_\_\_\_\_\_  Employee Code:\_\_\_\_\_\_\_\_\_\_\_\_\_  **Subject: Acceptance of Resignation letter**    Dear [Name of the Employee],    With deep regret, we accept your resignation letter from the post of [Designation of the employee] effective from the date [Date].    You were a dedicated employee of this company. Getting your replacement would be tough.    As per company policy, your notice period ends on the date [End Date]. We have forwarded your letter of resignation to the accounts department for clearance of all dues.    All the best for your future endeavors    Yours sincerely    Your Name  Signature  Designation  Company Name |

**Resignation Acceptance Letter Example**

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| Date: 9th June 2019  Employee Name: Akshat Shah  Employee Code: ART012300  **Subject: Acceptance of Resignation letter**    Dear Akshat,    With deep regret, we accept your resignation letter from the post of HR Executive effective from 1st July 2019.    You were a dedicated employee of this company. Getting your replacement would be tough.    As per company policy, your notice period ends on the date 1st October 2019. We have forwarded your letter of resignation to the accounts department for clearance of all dues.    All the best for your future endeavors    Yours sincerely    Saakshi Sinha  Signature  HR Manager  XYZ Solutions Pvt. Ltd. |

**Format 1**

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| [Employer’s name]  [Company name]  [Employer/company address]  [Employer email]  [Insert Date]  [Employee name]  [Employee job position]  [Employee Address]  Dear [insert Employee Name]  This letter is to acknowledge receipt, and to confirm acceptance of your resignation request of [insert date], received [insert method that the resignation was received, e.g., in via email] from you. Your final day as an employee of [company name] will be [insert date]as requested.  It has been my privilege to work with you all these years. Take this letter as my way of wishing you the best of luck in this step of your career and life.  You are requested to submit the keys to the company vehicle to your supervisor [name] and hand in company credentials. Any payments and benefits due will be disbursed to your bank account 15 days after clearing with HR.  You can reach me through [contact information, e.g. phone number or email], should you have any further questions. Kindly feel free to contact me.  Yours sincerely,  [Signature]  [Employer Details] |

**Format 2**

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| [Today's date]  Dear [name of employee],  I confirm receipt of your resignation dated [date of employee's resignation].  I can confirm your final day of work will be [date].  You will receive your final pay on [date].  Your total final pay, including owed holiday [and deductions], will be [£XXX.XX].  [Optional – if final pay includes any deductions] We've deducted money from your final pay for [what the pay deduction is for – for example, the cost of training agreed in your contract, outstanding loans].  [Optional – if pay in lieu of notice applies] We would like to offer you pay in lieu of notice. We will discuss this with you further.  Please return any company property to [contact person] at [business address] on your final day. This includes your [list of what the employee needs to return – for example, ID card, security pass, laptop, mobile phone, company car, and any other equipment supplied by the company].  If you need an employment reference, please contact [name of person or department to contact].  Thank you for all your work during your time at [Business or organization name].  Yours sincerely,  [Your name]  [Your position]  [Business or organization name] |

**Format 3 - Email Template**

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| To: Receiver/Employee mail id, name.abc@email.com  From: Sender/Employer mail id, name.xyz@email.com  **Sub: Resignation Accepted Letter**  Dear (Employee name),  This letter is to notify you that your resignation has been approved. You resigned from the job of (Job Designation) on (Date). We have received your letter of resignation and after your due verification have also accepted it. (Describe in your words).  Your salary which was due by the company has been deposited in your account. All the payments which you had right upon had been credited to your account. (Focus on Salary and other beneficial conditions as per company policy). Further, the pension and other funds as you requested have also been deposited in your bank account.  We apologize if you have faced any kind of difficulty in your employment duration in our company. (Cordially describe your requirements and greetings). Our company would always remain thankful for your contribution to our company. We wish you a happy life.  Sincerely Yours,  Your name…  Job Designation and Department name… |