

**This sample document is provided for general information only.
Please seek professional/legal guidance.**

SAMPLE ACCEPTANCE OF EMPLOYEE'S RESIGNATION

(To be printed on Company's Letterhead)

Date:

To: *[Name of Leaver Staff]*
Present

Dear *[Name of Leaver Staff]*

We acknowledge receipt of your letter of resignation dated *[Date of Resignation Letter]*.

In accordance with the terms and conditions of your appointment, you are required to give a *[no. of months]*-month notice in writing to terminate your contract of employment.

Therefore, your actual last day at work will be on *[Day]*, *[Date]* determined after taking into consideration the unused balance of your annual leave entitlement to date.

Please be informed that the HR department will conduct an exit interview with you on or before your last day at work. The date and time will be communicated to you when near the end of your notice period.

Kindly get your work files organized and please prepare a status report for discussion with and handover to your immediate Superior and HR Representative at least a week before your last day at work.

Please make sure that you surrender all company property in your possession to the designated officer of the company in order to ensure smooth release of your final salary.

Sincerely,