**Acceptance of Resignation Notice**

xxx Date xxx

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

We received your letter today informing us of your intention to resign from the company effective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It is with deep reluctance that we accept your resignation.

We wish you well in your future endeavors.

Please do not hesitate to come to us for references.

Please coordinate with HR Department c/o Deborrah S. Vargas to facilitate your clearance process.

Sincerely yours,

Name of Immediate Supervisor/Manager

Designation

Received By:

**✓**

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

Signature over printed name of employee