



## ACCEPTANCE OF RESIGNATION

Ref:

Date:

To

Name :

Position :

### Subject: Acceptance of Resignation

Dear

Please ensure appropriate handover to department and please return all your Company related documents or any other Company related belongings after your notice period.

Your accruals, entitlements and final settlement shall be paid in accordance with the prevailing HR policy and applicable UAE labour law and regulations.

Regards,



HR Manager