



Date: @date

To: @name

Dept: @dep

Position: @pos

Subject: **ACCEPTANCE OF RESIGNATION**

Dear

This is to inform you that your resignation letter has been accepted by the Management and we would like to inform you of the following:

- a. Last Working Day: @lds
- b. As per UAE Labor Law, you will have to serve a one month notice.
- c. Since you resigned, you will shoulder your air ticket back to your home country.
- d. You need to submit your last attendance and clearance to HR for final pay preparation at least 10 days prior to your last working day to avoid delay in releasing your EOS.
- e. You need to submit your HR related documents like labor card, insurance card and any other documents in your custody.

HR Department will coordinate with you for the cancellation process and will advise you accordingly for your ticket booking.

Human Resources Department
(For and on behalf of Citiscape LLC)

Accepted by Employee

Signature

