

ACCEPT A RESIGNATION LETTER

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Introduction

When an employee submits his or her resignation, the person in charge will respond by sending an acceptance letter. It is written to the employee confirming that the resignation is being accepted.

Accept a Resignation Letter Tips

The following tips will help you to write an accept a resignation letter:

- The tone of the acceptance letter should be polite.
- Good traits of the employee should be stressed in the letter.
- The language should be simple and easy to understand.

Sample Accept a Resignation Letter

To

Mr. Ravi Prakash,

Marketing manager,

Reliance Industries Ltd.,

Bangalore

Dear Mr.Prakash,

This letter is to inform you that your resignation from the post of marketing manager is accepted. It is effective from 30th October.

You have been an asset to the company and you proved your worth with your hard work and dedication. Our company will definitely miss working with you. You strengthened the team and motivated the team members to perform their best. Your work was always appreciated and you gradually rose from the post of executive to manager.

Your stint with our company is memorable and we all enjoyed working with you. You also played your role in the growth of the company. You grew along with the company and it is good to see the growth of your team.

We genuinely appreciate the contributions you have made to the company. According to the company rules the HR department will settle all your dues before you leave the company. We thank you for giving prior notice to the company.

Wish you good luck for your future endeavours,

Yours Sincerely,

Ram Malhotra

Accept a Resignation Letter Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

This letter is to inform you that your resignation from the post of _____ (mention designation) has been accepted by the company.

You have played an important role in the growth of the company. You grew along with company, from an executive to managerial level. You have motivated your team members to do their best and all your team members are sad because you are leaving. We enjoyed the moments we all shared in this company. The time you spent in the company is memorable for you and your team members.

Your contributions to the company are highly appreciated. It is difficult to find people like you who are committed and sincere. Your hard work has helped you in your success all through.

As per the company policy, the HR department will settle all the dues before you leave the company.

We all wish you good luck for all your future endeavours.

Yours Sincerely,

_____ (Your name)

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