

## ACKNOWLEDGEMENT OF RESIGNATION LETTER

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## Introduction

Acknowledgment of resignation letter is written by the HR department confirming that the letter is received by the department. This letter is usually sent after checking with all the departments if there are dues left in the name of the employee. It is like a clearance letter from the company to the employee.

## Acknowledgement of Resignation Letter Tips

The following tips will help you to write an acknowledgement of resignation letter:

- As it is a formal letter, it should be carefully drafted.
- The words and phrases should be chosen carefully.
- The letter should be simple and easy to understand.
- The letter should be simple, precise and straightforward.

## Sample Acknowledgement of Resignation Letter

To

Mr. Abhinav Kumar,

Cognizant Technologies

25th October, 2013

Dear Mr.Kumar,

This letter is to acknowledge the receipt of your resignation letter dated 20th October, 2013. Your last working day in the company will be 20th November, 2013. We are aware of the fact that you have completed all the projects and handed over the current ones to the respective team members.

We have received clearance from all departments informing that there are no pending dues in your name.

Please make it sure that you will return the company tag and keys to the HR department on the last working day. if you have any queries with the account department, you can contact the accounts manager in this regard.

We thank you for giving us prior notice for your resignation because of which we could transfer the responsibilities to another person without affecting the work.

You are a very committed and dedicated employee and it is difficult to replace you. The company will miss your presence.

We wish you good luck in all your future endeavours.

Yours Sincerely,

Sudheer Sharma

## Acknowledgement of 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 is accepted. It will be effective from \_\_\_\_\_ (mention date). It is nice to know that you have decided to take up the new job in \_\_\_\_\_ (mention city).

It is really nice that you have given sufficient time to the company before you leave so that the transition of work is done smoothly. Your team leader informed that you have completed all the projects and handed over the current ones to your colleagues. We thank you for your dedication and commitment.

It is difficult to replace you in the company. The company wishes you good luck in all your future endeavours.

Yours Sincerely,

\_\_\_\_\_ (Your name)

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