

## RESIGNATION ACCEPTANCE LETTER

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## Introduction

When an organization receives a letter of resignation from an employee, it is customary for the superior or someone from the human resources department to reply to the employee, accepting the latter's resignation. Here is a sample of such a letter.

## Resignation Acceptance Letter Tips

Tips to write a resignation acceptance:

- Acknowledge and indicate your acceptance of the resignation letter
- Advise the employee of formalities to be completed regarding the exit process
- Maintain a formal and cordial tone
- Mention any achievements of the employee where applicable

## Sample Resignation Acceptance Letter

From:

Mike Logan

HR Manager

Hercules Engineering

To:

Rhonda Shimes

5373 Arlington Avenue

Lemoore, CA 13324

Date -----

Dear Ms. Shimes,

This is to acknowledge that we have received your letter of resignation submitted on 12-02-2012. I would like to inform you that your resignation has been accepted by your supervisor, and you will be relieved of your duties from Hercules Engineering on 10-03-2012, your last working day here.

Your resignation letter was forwarded to us to complete all the formalities with regard to your departure. You are scheduled for an exit interview on 19-02-2012.

A copy of your letter has been forwarded to the Payroll Department for processing your dues, and a cheque for the same will be issued to you on your last day.

It has been a pleasure to have you as an employee and your diligence, determination, hard work and cheerfulness will be greatly missed.

All of us here at Hercules wish you every success in your new endeavour.

With best regards,

Mike Logan

## Resignation Acceptance Letter Template

From,

-----

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Date ----- (Date of letter)

To,

-----

-----

Dear -----

This is to acknowledge that we have received your resignation letter submitted on ----- (date of receipt).

I would like to inform you that your resignation has been accepted by -----(accepting officer), and you will be relieved of your duties as -----(mention post of employee) from ----  
------(company name) on ----- (date of last working day) your last working day here.

Your resignation letter has been forwarded to -----(department/s to which letter is forwarded) for completing all the formalities with regard to your departure. [If applicable:]You are scheduled for an exit interview on -----(date).

Please be informed your dues will be delivered to you by -----(cheque/bank transfer) on -----  
------(mention date)

It has been a pleasure to have you as an employee and your diligence, determination, hard work and cheerfulness will be greatly missed.

All of us here at ----- (company name) wish you every success in your new endeavour.

With best regards,

.....

Signature and Name

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