**TO WHOMSOEVER IT MAY CONCERN**

Dated :

Dear **(Name),**

This is in reference to your letter of resignation dated \_\_\_\_\_\_\_\_\_, wherein you had requested to be relieved from the services of the company on **(date)**.  
  
We wish to inform you that your resignation has been accepted and you are being relieved from the services of the company with effect from close of office hours on **(date).**

As per the company norms we wish to inform that the full and final settlement will take 15 working days from the date of being relieved from the office.

Your contribution to the organization during your tenure from **(period of employment)** , is highly appreciated.   
  
We wish you good luck for your future endeavours.

Yours Sincerely,  
  
  
  
  
**Name**

**Designation**