Letter head of the company/ Logo

To
Mr. (Employee)

Dear Mr. (Employee)

This has reference to your letter of resignation dated \_\_\_\_\_\_. As requested, you are relieved from your duties with effect from the closing hours of XXX.

Your full and final settlement will be made subject to your satisfactory handing over of all company property and material that may be in your possession. Your accounts will be settled as per the terms of employment.

Please ensure that you hand over all company-related property, including laptop, on or before your relieving date.

Kindly sign a copy of this letter and return to us for our records. Should you have any query / clarification, please feel free to revert to me.

We wish you the very best in all your future endeavors.

Thanking you,

Yours sincerely,

Authorised Signatory.