

Sample resignation letter

Date :30-07-2022

Dear

Mr. ,

This has reference to your letter of resignation dated 01-01-1970 wherein you have requested to be relieved from the services of the

You are requested to confirm that you have not made or retained any copy or photocopy of any of the documents made available to you during the course of your employment with us.

Your dues, if any, will be settled by the Accounts Department as per the HR policy and guideline.

lease sign a copy of this letter in token of your acceptance and confirmation of the issues mentioned above.

With best wishes,

I accept and confirm the issues mentioned in the letter

A handwritten signature in black ink, appearing to be 'S. H. P.', written on a light grey rectangular background.

Signature