[Company Name]  
[Address]  
[Contact & Website]

To

[Recipient Name]

Re: Acceding to the Resignation and Approval to Immediate Relief \

Dear Lozas,

I am Steward Peter Hill from Nexum Pharma Groups. With reference to the resignation letter, you submitted on 05-01-20XX, I am likely to accept and acknowledge your resignation on immediate terms.

The reason behind your resignation indicated by you directs that you are having a few other better job opportunities which is itself a piece of great news for all of us. On these terms, I am regretful to say that the company cannot endure the resignation/termination policy benefits on immediate approvals. It means to say that the company is not liable to pay any sort of compensation or resignation policy benefits now because of your request for immediate and abrupt relief. Due to such concurrency which is paradoxical, it has been decided after a deep reflection on the matter. It is also done this way because we cannot set such regulations and examples for other employees. I am sorry for not being able to help you in this regard.

Your resignation has been acceded and duly signed by three boards of directors and the HR manager has been directed to provide you the working experience certificate in the shortest term possible. You can email the company’s official account for any query at [email].

It was a pleasant experience working with you. We wish you the best of luck in your career. Thank you

Regards

S. P. Hill  
The Manager  
Nexum Pharma Groups  
Edward V Avenue, California, USA