[Company Name]

To

[Recipient Name]

Re: Acknowledgment and Approval of Immediate Relief Following Resignation Submission Bearing No Benefits

Dear Simon,

The letter is intended to write as an acknowledgment of the resignation letter that was submitted by you on 04-01-20XX.

Reflecting on the reason described in the letter, it has been decided to relieve you immediately as mentioned in your resignation letter. As mentioned in the clause-v of the Company’s Employees’ Resignation/Termination Policy Act, the employee has to inform the company if he/she is willing to quit the job, he/she is liable to inform the authorities at least one month before the relieving date. The resignation which is followed by the indicated procedure is benefited with a few mentioned or settled advantages from the company. These benefits include one month’s salary, using the company’s credit card, a sum of $300 for three months in the form of a pension.

The case being discussed in this letter bears a significant deviation from the Policy Act. Your resignation requesting the relief immediately breaches the rules mentioned in the Policy Act 20XX. Therefore, it is to inform you that your resignation bears no benefits from the company, and thus the company is not liable to any legal proceedings on the outlet of Employees’ Termination/Resignation Policy Act 20XX of the company.

According to the state and federal laws of the corporate agencies also, your standpoint does not bear any benefits. Therefore, you have been relieved from the designation of Assistant Finance Manager effective from 09-01-20XX bearing no benefits from the Resignation/Termination Policy Act 20XX.

You have been a hardworking and competent employee of the company and your services render a positive and phenomenal impact on the outset of the finance projects and budget streamline. We thank you for your coordination and services you produced during your tenure wishing you the best of luck for the coming platforms and career opportunities. Thank you.

Regards

Phillip Eight  
The General Manager  
EMMESS Group of Marketing Agencies  
23/A19 Stephen CalEX, California, USA