[Company Name]

To

[Recipient Name]

Re: Responding to the Unanticipated Resignation via Email on 05-01-20XX  
  
Dear Nicholas,

It is regretful and disappointing to state the matter here which can be referred to as the above-cited subject. I received an email from your account in which you sent me two lines telling me that you are quitting this job and will not be appearing at work from [DATE]. I am unable to understand what triggered you to make such a grave decision abruptly while you were present in the office today and worked ordinarily without displaying a tinge of disapproval or tendency to quit the job.

I am unaware of the reason behind your resignation. Following this, I am sorry to state that you should have professional manners to communicate with the office properly.

Resignations and terminations come with a complete code of conduct and set of rules. If these rules or codes of conduct negated by the employee or employer, it can create a big mess in the form of litigation and putting legal trials on the culprits.

The company has a policy for resignations which primarily states that one cannot resign via email, text message, or phone call. One must write a resignation letter to the employer or Human Resources at least fifteen to thirty days prior to the relieving date. If not, then the employer or the company does not owe any benefits to the employee who is going to resign. Moreover, as it can create huge trouble for the company while resigning amidst such an important period of the session, the employer or company can put certain litigation on the employee thus resigning. Along with all this, the company is not liable to return any of the security funds or last months’ due in such cases.

In the wake of the above-mentioned statements, you are directed to visit the HR office and complete the procedure of resigning from the designation otherwise company will not owe any due or other benefits to you. You can contact us at +[X] in this regard.

Regards

Lock Re Mishtel  
EMMAX Groups of IT and Software  
Local Hill Avenue, California, USA