[Company Name]

To

[Recipient Name]

Re. Resignation Acceptance and Relieving Notice w.r.t. Resignation Letter Submission Dated 04-01-2021 from the Position of Graphic Designer  
  
Dear Shell,

It is straining to pen down this letter to you while accepting the resignation submitted by you on 4th January 20XX. I am extremely disturbed and uneasy about the idea that you are quitting this job, but I am compelled to not stop you from doing this as you have a bright career ahead and have a great opportunity of working exalting your career with a secured and bright future. This letter is to serve as notification of acceptance of your resignation which was submitted to Human Resources on the above-said date.

The reason behind the resignation is your better job opportunity in another company is completely plausible. Therefore, I am impelled to relieve you from the work. As your resignation letter serves as prior notice, that is why I believe you will keep working with the similar high standards of working before leaving the office and not drudger your professional attitude till your relieving date which is 2nd February 20XX.

Your resignation will be effective from the mentioned date and till then you are required to keep everything in an apple-pie order so that the person who takes charge at your position can understand the preceding projects and nature of work easily. I want you to make sure to not even leave a tinge of a loophole which can create a muddle later.

On behalf of the whole department, I am ought to write that you have been a great employee and will always keep an eminent position in the department of Web Designing and Development. You are, doubtless to say, the apple of everyone’s eyes and thus, it can be prognosticated that you will work harder in the future and will exalt yourself to the sky limits.

I have forwarded the list of benefits you will endure from [X]. Please do not be reticent to contact me to fulfill any of the queries in your head by writing to me at [email].

Best Wishes

Jeckel Spot  
The General Manager  
Topsel ILF Groups  
4th Floor Rex Mill Heights, 34-A, Neelax Square  
California, USA