[Company Name]

To

[Recipient Name]

Re. Resignation Acceptance and Relieving Notice

Dear Rose,

This is Kevin Red from GHK National Organization. I am writing on behalf of the organization’s board of directors who have acceded to relieve you effective from 10th February 20XX with reference to submission of your resignation on 5th January 20XX.

With reference to your resignation, the reason which you have mentioned there, behind quitting this job is migrating from California to East London due to your family circumstances. As you have submitted your resignation letter and quitting notification prior to your relieving date, you are liable for all the benefits we owe to you.

Those benefits include one months’ salary along with three months’ health insurance on the company’s behalf. It also includes using the company’s credit benefits for three months from 10th February 20XX. I will take this moment to all the efforts and untiring services you provided during your tenure in this company. You have always been regarded as one of the most competent and industrious workers of the company. Your services and all the efforts in marking this company to an abounded degree of exaltation shall be remembered.

You are welcome to contact us to fulfill any of your queries or visit Human Resources for any further information about the company’s resignation policy. We wish you the best of luck in the future endeavors of working and making up your career. Please respond to me at [email] or ring at +[X]. Thank you!

Regards

Kevin Red  
The Manager  
GHK National Organization PVT LTD.  
3rd Phase, 1st Avenue Hall, Miller Hill Road, California, USA