

# Model Resignation Acceptance Letter

To,

Roger Moore

Employee id: 4567

Designation: Software Analyst

Department: Testing

Rose Valley Apartments,

45 Aspen High Street

London 3456

UK

Dated: 12<sup>th</sup> of December 2011

Subject: Letter for acceptance of resignation

Dear Roger,

This letter is in reference to your resignation dated 12<sup>th</sup> of November 2011.

We would like to inform you that your resignation has been accepted. We relieve you from your responsibilities with the company with effect from the close of business hours on 12<sup>th</sup> of December 2011. You have been a valuable employee for us. You have always met project deadlines and been a disciplined employee. We understand the circumstances under which you have resigned and it is very much acceptable.

We would like to let you know that it is a loss for us that a valuable employee like you won't be working with us. We wish you all the best for your future endeavors and wish that you rejoin us someday.

Yours sincerely,

Lindy Pink

Manager HR

Soft Tech