

ACCEPTANCE OF RESIGNATION LETTER

To: _____

From: _____

Dear _____ :

We acknowledge receipt of your resignation from your position as indicated above. This letter serves as formal acceptance of your resignation.

We confirm that your resignation has been accepted and your last working day will be as per your notification.

Please ensure that all company property, documents, and any confidential information in your possession are returned prior to your departure.

You are reminded of your continuing obligations under any confidentiality, non-disclosure, and intellectual property agreements that you have signed with the company, which survive termination of your employment.

If applicable, please arrange for the handover of your duties and responsibilities to your supervisor or designated colleague to ensure a smooth transition.

We advise you to settle any outstanding entitlements or obligations you may have with the company, including but not limited to accrued leave, expenses, and company assets.

Please note that you are expected to comply fully with the terms and conditions of your contract and any applicable workplace policies until your last working day.

This acceptance does not affect any rights the company may have under your employment agreement or at law.

Should you have any questions regarding your final pay or entitlements, please contact the Human Resources department.

We wish you all the best in your future endeavors.

Company Representative:

Name: _____

Position: _____

Signature: _____

Employee:

Name: _____

Position: _____

Signature: _____

Company Representative's Signature

Employee's Signature

Signature: _____

Signature: _____

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