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Resignation acceptance mail format

Resignation Acceptance Letter Format[An acceptance of resignation letter can provide several purposes. It is mainly your official written response to a resignation letter that you receive from an employee, which in most cases you will corroborate. It is best to keep this letter positive and if you can, extend your admiration for the work that is done. Besides, it's a good method to give the solution of a letter of recommendation, which you can write if the employee requests this from you.]Date...Your Name...Job Designation...Department name and company name...Sub: Resignation Acceptance LetterEmployee Name...Job Designation...Department name...Address...Dear [Employee Name],It is with be sorry that I acknowledge and accept your letter of resignation on this (Date) as (Job designation) in the (Department Name and Company name). We are really sorry that you have determined to leave, but we can only respect your will and wish you the best in your next attempt. This is to prove the acceptance of your resignation which we received on [date]. In agreement with to your contract, your last working day will be [date]. We are sure that you will continue to perform to your best abilities for the remaining period as you have always done. We would also like to thank you for your efforts while you were at [company name].We are grateful for the work you have done over the past years in this department. Your contributions and devotion to distinction have helped the company understand marvelous success and grow to be a leader in the industry.I am thankful for the early notice and your pledge to hand over your duties as entire as doable. It is always hard to reinstate reliable and devoted employees like yourself. I wish you all the best in your future endeavors.Signature...Name and Job designation...****Note -Resignation Acceptance Letter Writing Tips: Acknowledge the date of receiving the resignation letter or email. Advise the employee of formalities to be completed regarding the depart procedure. Optionally, state your regret of the employee's departure. Maintain a formal and cordial tone. Acknowledge their assistance and achievements. Thank them for their work and dedication. Wish them good luck. Resignation Acknowledgment and Acceptance Letter by Organization[Below briefly describe on Sample Resignation Acknowledgment and Acceptance Letter by Organization or Employer. You can follow this sample resignation acceptance letter format for companies, banks, schools, and organizations. This resigns accepting letter issued in response to a resign letter submitted by any employee or staff member of the company, school, social organization, etc. You need to modify this sample according to your needs.]Date: DD/MM/YEEmployee name...Job Designation...Department name...Company/Institute name...Sub: Resignation Acknowledgment and Acceptance LetterDear (Employee name)This is to acknowledge that your letter dated (DD/MM/YY) pursuant to which you have tendered your resignation from the post of (Job Position) has been received and accepted by relevant Functional Head (Concern Authority). (Describe in your words). Accordingly, your last working day as per your letter will be (Date: DD/MM/YY). The reason you have mentioned in your resignation seems of critical nature and keeping that in view your request for resignation is hereby accepted. (Describe all about the situation).Your final settlement shall be processed in accordance with the bank's policy and rules. (Focus on Salary and other beneficial conditions as per company policy). It is subject to clearance from all relevant sections/departments. Any payment that may be due to you shall be subject to adjustment of any outstanding amount owing from you to the bank. (Describe on your requirements),Truly yours,Your name...Job Designation...Signature...Another Format, [Email format][To: Receiver/Employee mail id, name.abx@email.com]From: Sender/Employer mail id, name.xyx@email.comSub: Resignation Accepted LetterDear (Employee name),This letter is to notify that your resignation has been approved. You resigned from the job of (Job Designation) on (Date). We have received your letter of resignation and after your due verification have also accepted it. (Describe in your words). Your salary which was due by the company has been deposited in your account. All the payments which you had right upon had been credited to your account. (Focus on Salary and other beneficial conditions as per company policy). Further, the pension and other funds as you requested have also been deposited in your bank account.We apologize if you have faced any kind of difficulty in your employment duration in our company. (Cordially describe on your requirements and greetings). Our company would always remain thankful for your contribution to our company. We wish you a happy life.Sincerely Yours,Your name...Job Designation and Department name... Employees write a resignation letter to their HR departments or bosses when they decide to leave their job due to any personal or professional reasons. To accept the employee's resignation formally, the bosses write a resignation acceptance letter to acknowledge that the worker is leaving a particular job post within the organization. By the end of this post, you will get to know, Importance of resignation acceptance letter, Tips for writing a resignation acceptance letter formatResignation Acceptance Letter Format and TemplateExamples to help you quickly write one yourself. Importance of Resignation Acceptance Letter Acceptance of Resignation Letter typically acknowledges employee's contribution and experience to the company. The company management wishes him good luck for future ventures. Resignation acceptance letter from a manager is a formal and legal way of accepting the resignation from the worker and relieving them from the services of the companies. We have listed below tips for writing a resignation acceptance letter and relieving letter. Tips for writing a resignation acceptance letter When you write a resignation letter acceptance, consider the following tips: Acknowledge the resignation of the employee. In the resignation acceptance letter with immediate effect, it is necessary to accept the employee's resignation and specify their last day at work. Using a formal letter format Make sure to use a typical business letter format when writing your letter. The resignation acceptance letter format should include the employee's contact information, the current Date, and contact details. Don't forget to add your handwritten signature and your typed name at the close of the letter. Appreciate the employee Employers should indicate in their acceptance of resignation letter that they regret losing the employee. Also, thank them for serving your company and wish them good luck with their future careers. Issue a recommendation letter to the worker, if possible. Keep a record Don't forget to make several Xerox copies of the resignation acceptance letter after writing. Issue one acceptance letter to the employee and keep one copy in the employee's file for future reference. Resignation acceptance letter template Here's an Acceptance of resignation letter format, you can have a look at: [Name] [Title] [Company] [Company address] [Date] [Employee name] [Address] Dear [name], It is sincere regret that I acknowledge the receipt of your resignation letter issued on (Date) resigning from your position as (job post). We have approved your resignation letter, and as per your request, your final day of work will be (Date). It has been great working with you, and behalf of our entire team, I would like to wish you good luck for your future ventures. (You can also include any other information here related to the resignation process of your company). Please do not hesitate to contact me in the HR department if you have any questions. Thank you for your hard work. Good luck!!! Sincerely, [Name] Examples Of Resignation Acceptance Letter Sample 1: Relieving Acceptance Letter With Early Release Dear [Employee Name], After receiving your resignation letter that included an early release, I am glad to inform you that we have accepted your resignation letter and relieved of your duties from today. Our company wished that you can stay longer with us, but we respect your decision and support you in your resolution. Signature Name Sample 2: Resignation Acceptance Letter Dear [Employee Name] We really felt bad to hear that you have decided to leave (company name), but we are with you and respect your decision. We wish you all the best for your future projects. We also thank you for your efforts while you were at (company name). We really appreciate an early notice and your commitment to hand over your projects and duties as complete as possible. We will always find it challenging to replace a dedicated and hardworking employee like you. We wish you all the best for your future. Signature Name Sample 3: Resignation Acceptance Letter Dear [Employee Name] This letter is to confirm the acceptance of your resignation letter received on(Date). As per your contract, (Date) will be your last working day. We are confident that you will work to your best qualities for the rest of your life, as you have always done. It was a pleasure working with you. We would like to thank you for your endless services and efforts. (Company name) wishes you all the best for future endeavors. Best Regards Signature Employer Name Sample 4: Acceptance of Resignation Letter Dear [Employee Name] I want to inform you that in response to your resignation letter, which you have submitted on (Date), (company name) has accepted your resignation and will relieve your duties on (Date), which will be your last working day with us. We appreciate your early notice. We also appreciate your co-operation in the remaining period to transfer your responsibilities and duties in the smoothest way possible. Thank you very much for your dedication and good luck for your future. Best Regards Signature Employer Name Sample 5: Employer Acknowledgement / Confirmation Response to Resignation Email Here is the resignation letter acceptance mail example. Subject: Resignation acceptance Dear Mr. ABC, This mail is to inform you that (company name) has acknowledged the receipt of the resignation sent on (Date). The management has reviewed your case, and I am glad to inform you that company has accepted your resignation letter. As per your email, (Date) will be your last day at work. You are invited for a farewell come exit meeting on (Date) at (time) at the seminar room. It will be challenging for a company to find a replacement for your job position, but we really appreciate the serving company for the past five years. I wish you all the luck for future projects. Sincerely, (Signature) Employer Name Vani Rakkar is an IT engineer by degree and writer by choice. She has been working with writing challenged clients for over four years. Her articles focus on balancing informative with SEO needs to increase organic traffic. Apart from writing, she loves to travel and go shopping with family and friends. Resignation Acceptance Letter: A resignation acceptance letter is a formal way of acknowledging an employee's request to resign. The letter specifically provides an opportunity for the employer to express or acknowledge the contributions that the employee made to the organization. Furthermore, it provides a platform for the employer to communicate relevant information such as the duration of the notice period, effective resignation date and more. Get Other Types of Letter Writing like Formal, Informal and Different Types of Letter Writing Samples. Resignation Acceptance Format Just like most other formal letters used for business purposes, request for resignation acceptance letter, a resignation acceptance letter mail, request for acceptance of resignation letter will have the following elements, along with a few specifics such as Date Salutation Acknowledgement of the resignation The final date of employment Employee appreciation Complimentary close Sign Contact information Other relevant details When drafting the resignation acceptance letter, do ensure all the aforementioned elements are included in the letter. Furthermore, the letter must be kept short and precise. The letter must also indicate the next course of action for the employee regarding their offboarding tasks. Also, if the resignation acceptance letter is being sent through email, ensure that the subject line clearly states the same: "resignation acceptance". And lastly, proofread the letter for any possible grammatical errors or spelling mistakes. Acceptance of Resignation Letter Samples The resignation acceptance letter format follows all conventional practices of formal letter writing. The following are two common examples used across most scenarios. Resignation Acceptance Letter From Manager (Employee Serves Notice Period) Resignation Acceptance Letter With Notice Period (Employee Does Not Serve Notice Period) Resignation Acceptance Letter From Manager Resignation Acceptance Letter (Employee Does Not Serve Notice Period) FAQ's On Resignation Acceptance Letter Question 1. What is the resignation acceptance letter? Answer: A resignation acceptance letter is a formal way of acknowledging an employee's request to resign. Question 2. What are the elements to be included in a resignation acceptance letter? Answer: Apart from the acknowledgment of the resignation, the letter must also address gratitude for the employee's work as well as a course of action for their off-boarding process. The letter must also contain other elements of any formal letter, such as the date, salutation, complimentary close, signature and other relevant details. Question 3. What are some tips for writing resignation acceptance letters? Answer: The letter must be kept short, yet detailed. Moreover, if the resignation acceptance letter is being sent through email (Resignation Letter Acceptance Mail), ensure that the subject line clearly states the same: "resignation acceptance". Also, proofread the letter before sending for any possible grammatical errors or spelling mistakes. Resignation Acceptance Letter Format[Writing an acceptance of resignation letter, use the following sample, format, and letter writing tips that will help you write a resignation acceptance letter. Here briefly describe on Sample Resignation Acceptance Letter Format. When an organization receives a letter of resignation from an employee, it is customary for the superior or someone from the human resources department to reply to the employee, accepting the latter's resignation. Here is a sample of such a letter. You need to modify this sample according to your needs.]From, Sender/Your name...Job Designation and Department name...Date: DD/MM/YY (Date of the letter)To, Receiver/Authority name...Job Designation and Department name...Sub: Resignation AcceptanceDear (Sir/name),This is to acknowledge that we have received your resignation letter submitted on (date of receipt). (Describe in your words).I would like to inform you that your resignation has been accepted by (accepting officer), and you will be relieved of your duties as (mention post of the employee) from (company name) on (date of last working day) your last working day here. (Describe all about the rules and company regulation regarding this).Your resignation letter has been forwarded to (department/s to which letter is forwarded) for completing all the formalities with regard to your departure. You are scheduled for an exit interview/farewell on (date).Please be informed your dues will be delivered to you by (cheque/bank transfer) on (mention date). (Describe all about facilities and other regulations). It has been a pleasure to have you as an employee and your diligence, determination, hard work, and cheerfulness will be greatly missed. (Cordially describe your greetings and expectation).All of us here at (company name) wish you every success in your new endeavor.With best regards,Signature and Name...Job Designation and Department name...Another Format, [Email Format]To: Receiver mail address, name.jhd@gmail.comFrom: Sender mail address, name.hgf@gmail.comSub: Resignation AcceptanceDear (Sir/name),This is in reference to your letter of resignation submitted on (date). (Describe in your words). I wish to inform you that your resignation has been approved by the organization and you will be relieved of your responsibilities at the end of your last working day on (date).Your resignation letter has been forwarded to the Finance/HR Department for processing any dues and you can clear other exit procedures before the last day of work with us. (Describe all about the rules and company regulation regarding this).It has been a pleasure having you as one of our employees and we wish you success in your future undertakings. (Cordially describe your greetings and expectation). The company will miss your good behavior, hard work, and the heights you gave to the company with your strong determination and support.With best regards,Name...Job Designation and Department name...

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