

LETTER OF RESIGNATION

*(Should be in the handwriting
Of the concerned person)*

Dated: _____

To,
.....

Dear Sir,

I am in the employment of the Company since Due to my personal difficulty/sickness/ I am unable to attend office at a regular basis and therefore wish to start a business / consultancy / I am tendering resignation of my employment with you. Kindly, accept the resignation immediately and relieve me from today. Kindly arrange to pay my legal dues today itself.

Thanking you,

Yours faithfully,

Ref No.

Date :

To,

Shri ,
.....
.....

Sub : Acceptance of Resignation.

Dear Sir,

This has reference to your Resignation letter dated tendering resignation from the job and requesting us to relieve you with immediate effect. As desired by you, the Management has decided to relieve you with immediate effect. As requested by you, the Management has also agreed to pay your legal dues immediately. Your resignation stands accepted and you are relieved from the services with immediate effect.

We wish you every success in year to come.

Yours faithfully,

For

(.....)

LETTER FOR CLEARANCE OF EX-GRATIA

Date - _____

To,

.....

Sir,

I was in your employment in Managerial / Supervisory position. I have tendered resignation from employment. My resignation is accepted and I am relieved from service. Looking at my service kindly arrange to pay ex-gratia. I assure you that I will not raise any dispute with your Company on employment or terms of employment. I will not act in any manner detrimental to the interest of the Company.

Kindly consider my application.

Thanking you,

Yours faithfully,

FOR AND BEHALF OF

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