**Relieving** Letter  
  
  
October 23, 2013  
  
<Name>  
<Company>  
  
Dear \_\_\_\_\_\_\_\_\_\_,   
  
We accept your letter of resignation dated (date) with a deep sense of regret. Your intention to resign from the services of the Company was placed before the senior management who decided to accept your request.

Your last date of service will be (date) as mentioned in the letter and your resignation will be effective from the closing hour on the same day. However, you will need to submit a clearance certificate upon clearance of all dues in the company.

We take this opportunity to thank you for your services to our company and wish you lifetime success.

Best Regards,   
  
<Name of the Manager>  
<Designation>  
<Company>