

Date

---

To: Employee's Name Here

From: Officer's Name Here  
HR Officer

Re: **Resignation**

---

We would like to inform you that we have received your letter regarding your resignation last Date. We are confirming acceptance of your letter effective Date. Please coordinate with our office regarding the processing of your clearance.

We wish to remind you of a company policy that your last salary for the payroll Date will be released upon accomplishment of your exit clearance.

cc :

Accounting  
201 File