

# Employee Exit Approval Correspondence

## Employee Details

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Last Working Day: \_\_\_\_\_

## Correspondence

Dear \_\_\_\_\_,

This is to formally acknowledge the acceptance of your resignation dated \_\_\_\_\_. Your last working day with the organization is confirmed as stated above.

We appreciate your contributions during your tenure and wish you the best in your future endeavors.

Kindly ensure that the exit formalities are duly completed, including the return of company property and clearance from respective departments.

If you have any questions regarding your exit process, please feel free to contact the HR department.

Regards,

Human Resources Department

## Manager/Supervisor:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## HR Representative:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_