

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: _____