

Date:

Mr. XYZ
XYZ Team
Location

Ref: Your Resignation letter dated _____.

Dear **First Name**,

We have received your hard copy of the resignation letter on <Date>. The same has been accepted.

In your resignation letter you had asked to be relieved asap. However, post resignation you may discontinue working with the company only after giving 3 months notice. In event of you failing to serve the notice period, you will be required to pay to the Company the salary in lieu of the notice period.

All dues from the company will be settled as per company policy. Management reserves the right to amend / modify the notice period subject to the overall limit of 3 months as provided for in your appointment letter.

Please note that during the period of notice you will not be eligible for any privilege leave and nor can you take unauthorised leave in that period except in exceptional circumstances approved by your team leader. In case you take long leave or unauthorized leave in the notice period then the notice period will stand extended by an equivalent number of days subject to management discretion.

Also note that till such time as the dues of the company are settled by you, the company will not be in a position to settle your dues and all ex-gratia payments and benefits that accrue to you during the notice period. The same will be paid only on full completion of the notice period as per the terms of your appointment.

Please acknowledge this letter by replying to this letter and also sending us the second copy of this letter duly signed.

Yours truly,

Name of the Authorised Associate
Designation
Human Resources
