**Release Email Template**

Subject: Release email

Dear [employee name],

We all hope you are doing well.

This email is regarding your letter of resignation, dated [date]. And I wish to inform you that your resignation has been accepted and you shall be relieved from the role of [designation] with effect from [date] as per company policy.

For all of us It was a pleasure to work with you for a number of [number] years. And we hope you enjoyed your time at our company.

During the period of your employment with [company name], your conduct was in line with the company’s expectations. Your performance, too, was found to be above average, which we sincerely appreciate.

Please, kindly return any company property that was provided to you. Once you return all company properties, your full and final settlement will be initiated. Please contact the payroll department if you have any further questions.

We wish you the best of luck in all your future endeavours.

Warm regards,

[Name]

[Company name]