**[Company Name]  
[Address: City, STATE, Zip]**

**Date:**

To Whom It May Concern

**Re. Release of Mrs. Chandler Perks from the Post of Assistant IT Manager W.e.f. 20th March 2021 with Reference to the Resignation Notice No. A-31**

It is penned to you to inform you about the release of Mrs. Chandler from the post of Assistant IT Manager with effect from 20th March 20XX. Mrs. Chandler had applied for release with reference to the submitted resignation on 8th February 20XX by giving a prior notice of forty days according to the policy of Resignation and Termination 20XX.

Mrs. Chandler resigned from the post of Assistant IT Manager at which she had been working since 20XX. Her resignation was to be effective from 20th March 20XX and was submitted on the account of her immigration matter. She is shifting to Montreal, Canada because of her family.

She proved herself to be a very competent, hardworking, and responsible employee. She served in the department of IT Management and software functioning. She has sound knowledge of her field and possesses good communication skills and has substantial decision power. She is adroit in convincing the clients and demonstrates the projects and presentations in a very proficient manner. She is very cooperative as she remained part of management for a long time while the company was going through slight depreciation.

I, her immediate supervisor, approve the release of her from her post effective from 20th March 2021. Neither she nor the company has any outstanding payment to be paid. She has returned all the company’s property back to the administration. Thus, she is relieved from her post officially and has no unsettled liabilities.

For more please contact the admin at [email] or call us at +[X]. Thank you.

Regards

Lucifer Hike  
The Manager  
Sylvia Dora Groups  
J-11, Sector C, Hall Road  
San Diego, USA