Date:

To:

(Name of the receiver)

(Designation)

(Name of the company)

Sub: Request for the replacement of a resigned employee

Dear Mrs. ABC,

I would like to inform you that (name and designation of the employee) has resigned. They have been working in the department of (state the Department) for (state how many years they have been working under you for).

(Name of employee) decided to resign due to (give solid and brief reasons here). He/she was a good performer who has been sincerely perfuming his/her duties.

A replacement is needed to immediately fill up his/her position after the resignation comes into effect. If we wait, it can negatively impact the output of the department.

I request you to carry out the needed procedures here to find a good replacement for the position.

Thank you,

Yours sincerely,

(Name of employee)

(Designation)

Signature