

[Mention the name of the sender]

[Mention the job title of the sender]

[Mention the full name of the entity]

[Mention the date]

To,

[Mention the full name of the recipient]

[Mention the job title of the recipient]

[Mention the full name of the entity]

Dear [Mention the full name of the recipient],

The management will reply to your request of resignation on behalf of the [mention the name of the company] and would like to bid you a warm farewell. It is going to be hard to give you the resignation; you are such a productive and creative worker in this company.

With such sorrow, we will miss your productive work as well as you also. You did a great job for this company. All the pending work that you have been assigned before has been submitted and received by us.

You have never failed to maintain all responsibility from the very start. You have the skill, efficiency, and determination to do all the work, and you have all types of talent that we desire for an illustrator in our company.

Thank you for being with us through thick and thin. You have professional thinking, and we are going to wish you a happy and successful life.

Working as an illustrator, you have to maintain a proper balance in fashion designing, website designing, medical manual, technical designing, and many more, and we are proud enough to say that you have done it with hundred percent accuracy.

While ending this letter, I would like to request you to return all gadgets, documents, and identity card, that was issued by the [mention the name of the company], as soon as possible so that the [Mention the name of the company] can start processing your resignation faster. We have cleared all your due payments and soon you will be certified.

With regards,

[Mention the name of the sender with signature]

[Mention the designation of the sender] at [Mention the name of the sender]

[Mention the mail ID or the contact number of the sender].