*CS Form No. 10*

*Series of 2017*

Republic of the Philippines

\_\_(Name of Agency)\_\_

ACCEPTANCE OF RESIGNATION

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Employee)

(Employee’s Address)

Sir/Madam:

In reply to your letter dated (Date of the Letter of Resignation) tendering your resignation from the position of (Position Title) in (Name of Office), may I inform you that the same is hereby accepted to take effect on (Date of the Effectivity of Resignation).

Your services while employed from this Office have been rated as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , for your reference.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointing Officer/Authority

Received by: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_