

Amina Patel

Date: 14 July 2026
Our Reference: RA/D742FC8C
Document Type: Letter

Dear Amina,

I am writing to formally acknowledge receipt of your resignation letter dated 2 June 2026, in which you have expressed your intention to leave your role as HR Business Partner with HRHeaven QA Sample Employer.

Your expected last working day has been noted as 3 July 2026. We appreciate your contribution to the team during your tenure.

In preparation for your departure, you have outlined a handover package that includes a comprehensive project list, recruitment status for the two vacancies you have been managing, key contacts involved in client onboarding, outstanding policy drafts, an overview of access and license inventories, as well as suggested successor actions to cover the next six weeks. This thorough approach will greatly assist in ensuring a smooth transition for your responsibilities.

We confirm that your resignation will be processed accordingly, with your final working day being 3 July 2026 as requested.

An exit interview has been offered to you, providing an opportunity to discuss your experiences and help us learn from your perspective. Please let us know your availability for this meeting so we can make the appropriate arrangements.

At this stage, please ensure that all company property in your possession is prepared for return and that you have reviewed your final pay and benefits entitlements with the HR department to avoid any unexpected issues.

As your departure date approaches, we kindly ask that you complete the handover documentation as outlined and confirm with your line manager or HR the arrangements for finalising your outstanding work.

Please also contact HR to schedule your exit interview at your earliest convenience.

Should you have any questions about your resignation process, final pay, benefits or handover expectations, please do not hesitate to get in touch.



LETTER DETAILS

Employee
Amina Patel

Role
HR Business Partner

Case type
Process Resignation

Reference
HRA-D742FC8C



KEY DATES

Completed
14 July 2026

We wish you every success in your future endeavours and thank you once again for your service at HRHeaven QA Sample Employer.

[Employer signatory name]

[Employer signatory title]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer