

Resignation Notification Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Confirmation of Resignation Notification

Dear [Employee's Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We want to confirm that your resignation has been accepted, and your last working day will be [Insert Last Working Day].

We appreciate your contributions to the team and wish you all the best in your future endeavors.

Thank you,

[Your Name]

[Your Position]

[Company Name]