

Resignation Receipt Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Date]. Your notice period will conclude on [Last Working Day]. We appreciate your contributions during your time with us.

If you have any questions or require further assistance, please feel free to reach out.

Wishing you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]