

Employee Resignation Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to formally confirm receipt of your resignation letter dated [Insert Date of Resignation Letter]. Your resignation has been accepted, and your last working day will be [Insert Last Working Day].

We appreciate your contributions to [Company Name] during your tenure and wish you the best of luck in your future endeavors.

If you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]