

Resignation Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Employee's Email]

[Employee's Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

This letter serves as confirmation of the acceptance of my resignation letter submitted on [Insert Original Resignation Date]. My last working day will be [Insert Last Working Day].

I appreciate the opportunities I have had during my time at [Company's Name] and I am grateful for the support and guidance provided by the team.

Thank you for your understanding.

Sincerely,

[Employee's Name]