

Resignation Acceptance Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acceptance of Resignation

Dear [Employee's Name],

I am writing to formally confirm your resignation from your position at [Company Name], effective [Last Working Day]. We have accepted your resignation, and we appreciate the notice you have provided.

We thank you for your contributions during your time with us and wish you all the best in your future endeavors.

Please feel free to reach out if you have any questions or if there is anything we can assist you with during your transition.

Sincerely,

[Manager's Name]
[Manager's Position]
[Company Name]