

# Confirmation of Resignation Receipt

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Date of Resignation Letter]. This is to confirm that your resignation has been accepted, and your last working day will be [Last Working Day].

We appreciate your contributions to [Your Company Name] and wish you all the best in your future endeavors.

If you have any questions or need further assistance during your transition, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]