

Resignation Acceptance Confirmation

Dear [Employee's Name],

We are writing to formally acknowledge and confirm the acceptance of your resignation letter dated [Date of Resignation Letter]. Your last working day will be [Last Working Day].

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

Thank you for your hard work and dedication during your time with us.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]