

Resignation Confirmation and Acceptance

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. We appreciate your professionalism in notifying us of your decision.

We accept your resignation effective [Insert Last Working Day]. Your contributions to [Company Name] have been greatly valued, and we wish you all the best in your future endeavors.

Please let us know how we can assist you during your transition. We would like to discuss the handover of your responsibilities and any other arrangements necessary.

Thank you for your hard work and dedication.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]