

Confirmation of Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally acknowledge receipt of your resignation letter dated [Insert Resignation Date]. We accept your resignation and confirm your last working day will be [Insert Last Working Day].

Thank you for your contributions during your time at [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]