

Resignation Acceptance Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. After reviewing your request, we confirm that your resignation has been accepted.

Your last working day will be [Insert Last Working Day]. We appreciate your contributions to [Company Name] during your tenure and wish you all the best in your future endeavors.

Should you have any questions or need further assistance, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]