

# Resignation Acceptance Confirmation

Date: [Insert Date]

To,

[Employee's Name]  
[Employee's Address]  
[City, State, ZIP]

Dear [Employee's Name],

This letter is to formally acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. After consideration, we accept your resignation effective [Last Working Day].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

As part of the exit process, please ensure that all company property is returned and any pending tasks are completed. Your exit interview has been scheduled for [Insert Interview Date].

If you have any questions regarding the exit process, please feel free to reach out.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP]