

Resignation Acceptance Confirmation

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We would like to formally confirm that we have accepted your resignation, which you submitted on [Insert Resignation Date]. Your last working day will be [Insert Last Working Day].

Please ensure that all company property is returned before this date. We will also require your assistance in finalizing the necessary paperwork for your final settlement.

Your final settlement details, including your last paycheck and any accrued benefits, will be processed in accordance with our company policy. You can expect these details to be finalized within [Insert Time Frame].

Should you have any questions or require further clarification, please feel free to reach out.

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

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Contact Information]