

Resignation Acceptance Confirmation

Date: [Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Date of Resignation Letter]. We accept your resignation from your position as [Employee's Job Title] effective [Last Working Day].

We appreciate your contributions to [Company Name] during your tenure and wish you all the best in your future endeavors.

If you have any questions or need further assistance during your transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]