

Resignation Acceptance Confirmation

Dear [Employee's Name],

We have received your resignation letter dated [Date] and would like to formally confirm the acceptance of your resignation from the position of [Job Title] at [Company Name]. Your last working day will be [Last Working Day].

While we are sad to see you go, we truly appreciate the contributions you have made during your time with us. Your dedication and hard work have not gone unnoticed, and you will certainly be missed by everyone.

On behalf of the entire team, we wish you all the best in your future endeavors. Please stay in touch!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]