

Resignation Acceptance Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Date]. We accept your resignation and confirm your last working day will be [Insert Last Working Day].

We appreciate your contributions during your time with [Company Name] and wish you all the best in your future endeavors. If you require any references in the future, please do not hesitate to reach out to us.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]