

# Resignation Acceptance Confirmation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Position: [Insert Employee Position]

Dear [Employee Name],

We acknowledge the receipt of your resignation letter dated [Insert Resignation Letter Date]. After careful consideration, we accept your resignation effective [Insert Last Working Day].

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

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

Thank you and best wishes,

Sincerely,

[HR Manager Name]

[HR Manager Position]

[Company Name]

[Company Contact Information]