

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee Name]
[Employee Position]
[Company Name]

Dear [Employee Name],

We have received your resignation letter dated [date of resignation letter], and I would like to formally confirm that your resignation has been accepted. Your last working day will be [last working day], as per your request.

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please let us know how we can assist you during your transition.

Thank you for your professionalism and dedication during your tenure.

Sincerely,

[Your Name]
[Your Position]
[Company Name]