

# Resignation Acceptance Confirmation

Date: [Insert Date]

Dear [Employee's Name],

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

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Please ensure that all offboarding procedures are completed before your departure date. If you have any questions regarding the offboarding process, feel free to reach out to [HR Contact Person/Department].

Thank you once again for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]