

# Resignation Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Resignation Date] and confirm the acceptance of your resignation from your position as [Employee's Position] with [Company's Name]. Your last working day will be [Insert Last Working Day].

We appreciate your contributions during your tenure and wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]