

Resignation Confirmation

Date: [Insert Date]

To,

[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally confirm the acceptance of my resignation, which I submitted on [Insert Resignation Date]. I would like to express my heartfelt gratitude for the opportunities I have had during my time at [Company's Name].

Working under your guidance has been a truly enriching experience. I have gained valuable skills and formed incredible relationships that I will cherish always.

Thank you once again for your support and understanding. I wish the company continued success in the future.

Sincerely,
[Your Name]
[Your Position]