

# Resignation Confirmation

Date: [Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally confirm the receipt of your resignation letter dated [Resignation Date]. We acknowledge your request for immediate effect and accept your resignation as per your wishes.

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

Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]