

Resignation Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter is to formally confirm the receipt of your resignation dated [Insert Resignation Date]. Your last working day will be [Insert Last Working Day], in accordance with your notice period.

Final work details are as follows:

- Final paycheck will be processed on [Insert Date].
- Unused vacation days will be compensated as per company policy.
- You are required to return all company property by your last working day.
- Please complete the exit interview form and submit it to HR before your departure.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]