

Resignation Confirmation Letter

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally confirm the receipt of your resignation from your position as [Job Title] at [Company's Name], effective [Last Working Day].

We appreciate the contributions you have made during your time with the company and wish you all the best in your future endeavors. Please let us know how we can assist you during your transition.

Thank you once again for your hard work and dedication.

Sincerely,
[Manager's Name]
[Manager's Position]
[Company's Name]