

Resignation Confirmation

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Date of Resignation Letter]. We regret to inform you that we accept your resignation from the position of [Your Position] effective [Last Working Day].

Your contributions to the team have been invaluable, and we appreciate your hard work during your time with us. We wish you all the best in your future endeavors.

If you have any outstanding tasks or items needing completion prior to your departure, please let us know.

Thank you for your dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]