

Resignation Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Confirmation of Resignation

Dear [Employee's Name],

This letter is to confirm the receipt of your resignation letter dated [Insert Resignation Letter Date]. We acknowledge your voluntary departure from [Company Name] effective [Last Working Day].

We appreciate the time and effort you have contributed to our team during your tenure. Your contributions have been invaluable, and you will be greatly missed.

Please let us know how we can assist you during your transition. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]