

Confirmation of Resignation

Dear [Employee's Name],

We have received your resignation letter dated [Date of Resignation Letter]. This email serves to confirm the receipt of your resignation from your position as [Employee's Position] at [Company Name].

Your last working day will be [Last Working Day]. We appreciate your contributions to the team and wish you all the best in your future endeavors.

Should you have any questions or need clarification, feel free to reach out.

Thank you,

[Your Name]

[Your Position]

[Company Name]