

# Resignation Confirmation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to confirm the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We acknowledge your decision to resign from your position as [Employee's Position] at [Company Name], effective [Last Working Day].

We appreciate your contributions during your time with us and wish you all the best in your future endeavors. Please feel free to reach out if you need any assistance during your transition.

Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]