

Job Resignation Confirmation

Date: [Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Confirmation of Your Resignation

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Date of Resignation Letter]. We confirm that your last working day will be [Last Working Day].

We appreciate your contributions during your time with us, and we wish you all the best in your future endeavors.

If you need any assistance during your transition, please feel free to reach out.

Best Regards,

[Manager's Name]

[Company Name]

[Contact Information]