

Notification of Resignation Confirmation

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Resignation Date] and would like to formally acknowledge your decision to resign from your position as [Employee's Position] at [Company Name]. Your last working day will be [Last Working Day, typically based on notice period].

We appreciate your contributions to the team and wish you all the best in your future endeavors. Should you require any further assistance or need a reference, please do not hesitate to contact us.

Thank you for your hard work and commitment during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]