

Resignation Confirmation Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We are sorry to see you go but respect your decision.

Your last working day will be [Insert Last Working Day]. We appreciate your contributions to [Company Name] during your tenure.

Should you need any assistance during your transition, please feel free to reach out. We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]