

Resignation Acceptance Confirmation

Date: [Date]

Dear [Employee's Name],

We have received your resignation letter dated [Resignation Letter Date] and would like to confirm that your resignation has been accepted. Your last working day will be [Last Working Day].

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

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]