

Resignation Confirmation Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to confirm that we have received your resignation letter dated [Insert Date of Resignation Letter]. Your last working day will be [Insert Last Working Day].

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

If you have any questions or need further assistance, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]