

# Resignation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

This letter serves as confirmation of the receipt of my resignation letter, which I submitted on [Submission Date]. As per our discussion, my last working day will be [Last Working Day].

I appreciate the opportunities and experiences I've had during my time at [Company's Name]. Please let me know how I can assist in the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]