

# Resignation Receipt Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We hereby acknowledge receipt of your resignation letter dated [Insert Date]. Your resignation has been accepted, and your last working day will be [Insert Last Working Day].

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

Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]