

Resignation Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to confirm the receipt of your resignation letter dated [Insert Date]. We acknowledge your decision to resign from your position as [Job Title] at [Company Name], effective [Last Working Day].

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

Please let us know if you need any assistance during your transition.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]