

Resignation Receipt Confirmation

Date: [Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Subject: Confirmation of Resignation Receipt

Dear [Employee's Name],

This letter is to confirm that we have received your resignation letter dated [Date of Resignation Letter]. We appreciate your notice and understand your decision to leave [Company Name].

Please ensure that you finalize all necessary paperwork and hand over your responsibilities during your notice period, which ends on [Last Working Day].

We wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]