

# Resignation Acceptance Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally acknowledge receipt of your resignation letter dated [Insert Date]. We accept your resignation from the position of [Insert Position] at [Company Name], effective [Insert Last Working Day].

We would like to take this opportunity to thank you for your contributions during your time with us. Your efforts have been greatly appreciated.

Please let us know if you need any assistance during your transition, and do not hesitate to reach out if you would like to keep in touch in the future.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]