

Formal Resignation Confirmation Letter

Dear [Employee Name],

This is to formally acknowledge receipt of your resignation letter dated [Date]. We confirm that your resignation from the position of [Position] will be effective as of [Last Working Day].

We appreciate your contributions to [Company Name] and wish you success in your future endeavors. Please ensure that all pending tasks are completed and necessary handovers are done before your departure.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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