Provisional Resignation Confirmation Letter

Dear [Employee Name],

We have received your resignation submitted on [Date]. This letter serves as a provisional confirmation, pending completion of the notice period and exit formalities.

Your tentative last working day is [Date], subject to the completion of all pending responsibilities. We appreciate your contributions during your tenure with [Company Name].

Sincerely,

[Manager Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/resignation-confirmation-letter