

Resignation-Based Termination Confirmation Letter

Subject: Confirmation of Employment Termination

Dear [Employee Name],

This is to acknowledge receipt of your resignation dated [Resignation Date]. Your employment with [Company Name] will formally end on [Last Working Day]. We appreciate the contributions you have made during your tenure.

Please ensure all company property is returned and exit formalities are completed. We wish you success in your future endeavors.

Best regards,

[Your Name]

[Designation]

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