To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Confirmation Letter for Employee’s Resignation**

Dear Mr./Mrs.[name of Recipient],

I am writing this letter to officially confirm the receipt and acceptance of your resignation from the job position of [mention job title/position], received as on [mention date]. Your resignation will take effect from [mention last day of work] and your salary will be paid to you till the last date of your employment.

It will be highly appreciated if you will return the company’s properties that are currently in your possession and settle your accounts with the organization till the above mentioned last date of your employment.

It was a pleasure to work with you and your dedication and devotion to your work will always be appreciated. Exit interviews are optional through which you can provide us with your valuable feedback regarding your employment experience with the organization.

I wish you best of luck for the future.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Designation]