

[Year]

[Name of the Employer]

[Address of Employer]

[Phone number of the employer]

[Name of Employee]

[Title of employee]

[Domain]

Dear [Name of Employee],

This letter is to acknowledge and affirm receipt and approval of your letter of resignation for the [name of title] vacancy at [company name], effective [date of last working day]. It was received on [date the letter was received].

[Mention details and procedures for the last working day]

[Mention paperwork and other formalities and guide the employee through the same]

[Other information and processes with the HR Department]

Thank you for your work here at [company]. We wish you the best in your future endeavors.

Sincere gratitude,

[Signature of the Supervisor]

[Typed name of Supervisor]