

Resignation Confirmation Letter

Employee

Email

Phone

Date

Dear ,

This Resignation Confirmation Letter is to inform you about the receipt of your resignation letter dated , for the position as . Based on your letter, you will render your last day of office on

You may go to the Human Resources Department to get a copy of the Cease of Employment Form for you to personally complete. This form includes the return date, your employee personal rights and the return requirement of the company property such as the office-issued laptop which you shall return on your last day of office.

Your final payment shall be processed after the submission of the completely filled up Cease of Employment Form back to the HR Department. After the submission, please give it around 30 days before your final payment shall be sent to your account. If you have any questions or concerns, please get in touch with any of the staff of the Human Resources Department.

Thank you very much for your service and we hope for you the best in the future.

Sincerely,

For the HR Manager

Name:

Date: