

# Professional Resignation Confirmation Document

Date: \_\_\_\_\_

This document serves as formal confirmation that \_\_\_\_\_ has submitted their resignation from the position of \_\_\_\_\_ at \_\_\_\_\_ effective from \_\_\_\_\_.

The resignation has been acknowledged and accepted by the management. All formalities and processes relating to the employment termination will be carried out as per company policy.

We thank \_\_\_\_\_ for their service and wish them all the best in future endeavors.

Confirmed by:

\_\_\_\_\_

Authorized Representative

Resigning Employee:

\_\_\_\_\_

Signature