

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