



RESIGNATION CONFIRMATION LETTER

Dear _____,

This is to acknowledge the receipt of your resignation letter dated **Thursday February 11, 2021** for the position of HCA (Health Care Aide). Based on your letter your last day of employment will be **Friday March 12, 2021**.

The Human Resources department will be reaching out to you prior to your last day of employment to conduct an Exit Survey and go over company property and items that will need to be returned to the Human Resources department.

Your final check will be processed after the Exit survey is completed and property is returned to Human Resources.

If you have any questions or concerns, please reach out to Human Resources Staff.

Thanks you for your service and we hope for you the best in the future.

Sincerely,

HR Manager