

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Address]  
[City, State, Zip Code]

**Subject: Written Confirmation of Oral Notice**

Dear [Recipient Name],

This letter serves as formal written confirmation of the oral notice I provided to you on [Date of Oral Notice] at approximately [Time] regarding [Subject of Notice, e.g., my resignation / a maintenance request / a contract termination].

During our conversation, we discussed the following details:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

As per our discussion, the effective date of this notice is [Effective Date].

Please acknowledge receipt of this written confirmation by signing below or replying to this letter. If you have any questions or require further information, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

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**Acknowledgment of Receipt:**

Signature: \_\_\_\_\_

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