[Your Name]
[Your Employee ID]
[Your Department]

[Date of Submission]

To: Human Resources Department
[Company Name]

**Subject: Formal Submission of [Name of Document/Form]**

Dear HR Team,

Please accept this letter as formal confirmation of the submission of my [Name of Document, e.g., Resignation Notice, Reimbursement Claim, or Medical Certificate].

As required by company policy, I am submitting this documentation today, [Date], for your review and processing.

Kindly acknowledge receipt of this submission by signing the duplicate copy of this letter or by replying via email.

Sincerely,

[Signature]

[Your Printed Name]