

Voluntary Termination Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge receipt of your letter of voluntary termination dated [insert date of the letter]. This letter serves to confirm your acceptance of the termination of your employment with [Company Name] effective [insert last working day].

We appreciate your contributions to our team and wish you the best in your future endeavors.

Should you have any questions regarding your final paycheck or benefits, please feel free to contact our HR department.

Thank you,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]