

Resignation Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Resignation Date]. We appreciate your contributions during your contract period with [Company Name].

Your last working day will be [Insert Last Working Day], per the notice period specified in your contract.

If you need any assistance during your transition, please feel free to reach out.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]