

Resignation Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to acknowledge receipt of your resignation letter dated [Insert Resignation Date]. We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

As discussed, your final paycheck will include:

- Salary for your last working period from [Start Date] to [End Date]
- Accrued vacation days (if applicable)
- Any other due compensation (bonuses, etc.)

Please expect your final paycheck to be processed and delivered by [Insert Pay Date]. If you have any questions regarding your final paycheck, feel free to reach out to our HR department.

Thank you again for your service to [Company Name]. We wish you success in your future ventures.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]