

# Resignation Acknowledgment

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

Dear [Intern's Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We appreciate your contribution to [Company/Organization Name] during your internship period from [Start Date] to [End Date].

We wish you all the best in your future endeavors. Please stay in touch!

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]