

# Resignation Acknowledgment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Date]. We acknowledge the receipt of your notice and accept your decision to resign from your position as [Employee's Position] at [Company Name], effective [Last Working Day].

We would like to take this opportunity to thank you for your contributions and dedication during your time with us. Your leadership and efforts have greatly impacted our team, and you will be missed. We wish you all the best in your future endeavors.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]