

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 Resignation Date], and we acknowledge your decision to resign from your position as a part-time [Employee's Position] at [Company Name].

Your last working day will be [Insert Last Working Day], in accordance with the notice period stated in your employment contract.

We would like to take this opportunity to thank you for your contributions during your time with us. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]