

Resignation Acknowledgment

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Date] and would like to formally accept your resignation from your position as [Job Title] at [Company Name], effective [Last Working Day].

We appreciate the contributions you made during your time with us and wish you the best in your future endeavors.

If you have any questions regarding the transition, please do not hesitate to reach out.

Thank you once again for your efforts and dedication.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]