

Resignation Acknowledgment

Date: [Insert Date]

[Employee Name] [Employee Address] [City, State, Zip Code]

Dear [Employee Name],

We hereby acknowledge receipt of your resignation letter dated [Insert Date], in which you notified us of your decision to voluntarily depart from your position at [Company Name]. Your last working day will be [Insert Last Working Day].

We appreciate your contributions to the team during your time with us, and we wish you all the best in your future endeavors.

Should you have any questions or need further assistance during your transition, please feel free to reach out.

Sincerely,

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