Departure Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Insert Resignation Date]. We want to take this opportunity to thank you for your contributions during your time with [Company Name].

Your last working day will be [Insert Last Working Day]. We appreciate your efforts in ensuring a smooth transition and wish you all the best in your future endeavors.

Should you need any references or support during your job search, please do not hesitate to reach out.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]