

Employee Exit Acknowledgment Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as an acknowledgment of your resignation from [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY]. We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

As part of your exit process, please ensure that you return all company property and complete any necessary documentation with the Human Resources department.

Thank you once again for your hard work and dedication. We hope you stay in touch.

Sincerely,

[Your Name]

[Your Position]

[Company Name]