

Employee Resignation Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. We understand your decision and appreciate the notice you have provided.

Your contributions to [Company Name] during your tenure have been greatly valued. We wish you the best in your future endeavors and hope you find success in your next role.

Please let us know if there is anything we can assist you with during your transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]