

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Acknowledgment of Resignation**

Dear [Employee's Name],

We have received your resignation letter dated [Resignation Letter Date]. We acknowledge your decision to resign from your position as [Employee's Position] at [Company's Name], effective [Last Working Day].

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

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]