

# Resignation Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We appreciate the notice that you have given, and we understand your decision.

We would like to take this opportunity to thank you for your contributions to [Company Name] during your tenure. Your efforts have been greatly valued, and you will be missed.

Please let us know how we can assist you during your transition. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]