

Official Acknowledgment of Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. We would like to take this opportunity to confirm that your resignation has been accepted and your last working day will be [Insert Last Working Day].

We appreciate your contributions during your tenure at [Company Name] and wish you the best in your future endeavors.

Should you need any assistance during your transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]