

# Resignation Receipt

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company Name]

Subject: Receipt of Resignation Letter

Dear [Employee's Name],

We acknowledge receipt of your resignation letter submitted on [Insert Submission Date]. Your last working day will be [Insert Last Working Day].

Thank you for your contributions to [Your Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]