

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], stating your intention to resign from your position as [Employee's Job Title]. Your last working day will be [Insert Last Working Day].

We appreciate your contributions 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.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]