

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Company Name]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [date of resignation letter], in which you have stated your intention to resign from your position as [Employee's Position] effective [last working day].

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

If you have any questions or need assistance during your transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]