

Resignation Acknowledgment

Date: [Insert Date]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Date of Resignation Letter]. We appreciate your contribution to [Company Name] during your time here.

As per your request, your last working day will be [Insert Last Working Day]. We hope you can ensure a smooth transition by completing any outstanding tasks before your departure.

Please return any company property by your last day. Additionally, we will arrange an exit interview to discuss your experiences with us, as well as any final paperwork and the settling of any outstanding matters.

Thank you once again for your hard work and dedication. We wish you the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]