

Letter of Acknowledgment of Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date]. We regret to see you leave and wish to thank you for your contributions during your tenure with us.

Your last working day will be [Insert Last Working Day], as per the notice period mentioned in your employment contract.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]