

Resignation Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Date]. Your decision to resign from your position as [Insert Job Title] with [Company Name] will be effective as of [Last Working Day].

We appreciate your contributions during your time with our company and wish you all the best in your future endeavors.

If you have any questions regarding your departure, please do not hesitate to reach out.

Thank you for your service.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]