

# Acknowledgment of Resignation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Insert Date]. We appreciate your contributions to [Company Name] during your tenure and understand your decision to move on.

Your last working day will be [Insert Last Working Day]. We wish you the best in your future endeavors.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]