

Resignation Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We have received your resignation letter dated [Insert Date of Resignation Letter] and want to acknowledge its receipt. While we are saddened to see you go, we respect your decision and wish you all the best in your future endeavors.

Your last working day will be [Insert Last Working Day]. We appreciate the contributions you have made during your time with us and will ensure a smooth transition of your responsibilities.

Thank you once again for your hard work and dedication. Please don't hesitate to reach out if you need anything or if there's any way we can assist you during this transition.

Best wishes,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]