

Acknowledgment of Resignation

Date: [Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Date of Resignation Letter]. We appreciate your contributions to [Company Name] during your tenure.

Please consider this letter as confirmation of your resignation, effective [Last Working Day]. We wish you all the best in your future endeavors.

Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]