

# Receipt of Resignation Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company's Name]

Subject: Receipt of Resignation

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We regret to see you go and appreciate the notice you have provided.

Your last working day will be [Insert Last Working Day], as per your notice period policy.

Thank you for your contributions to [Your Company's Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]