

# Acknowledgment of Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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

Your last working day will be [Insert Last Working Day]. Please ensure that all necessary tasks and handover processes are completed before your departure.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]