

Resignation Acknowledgment

Date: [Insert Date]

Dear [Employee's Name],

We are writing to formally acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. We regret to see you go but understand your decision.

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

We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]