

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Acknowledgment of Resignation**

Dear [Employee's Name],

We have received your resignation letter dated [resignation date] and would like to formally acknowledge its acceptance. We appreciate your contributions during your time at [Company Name].

Your last working day will be [last working day]. Please ensure that all your responsibilities are transitioned smoothly before your departure.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]