

# Resignation Acknowledgment

Date: [Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your resignation letter dated [Date of Resignation Letter]. We would like to acknowledge your resignation from your position at [Company Name], effective [Last Working Day].

We would like to take this opportunity to express our sincere appreciation for your contributions during your time with us. Your hard work, dedication, and professionalism have made a significant impact on our team and the company as a whole.

We wish you all the best in your future endeavors. Should you need any assistance during your transition, please do not hesitate to reach out.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]