

Resignation Acknowledgment

Date: [Insert Date]

Dear [Employee's Name],

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

We want to take a moment to express our sincere gratitude for the contributions you have made during your time with us. Your hard work and commitment have greatly impacted our team and the organization as a whole.

As you move on to new opportunities, we wish you all the best in your future endeavors. It has been a pleasure working with you, and you will be missed by your colleagues.

Good luck, and please keep in touch!

Sincerely,

[Your Name]
[Your Position]
[Company Name]