

# Resignation Acknowledgment

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 Date]. We appreciate the notice you have provided and understand your decision to move on to new endeavors.

It has been a pleasure to have you as part of our team, and we value the contributions you have made during your time with us. Your hard work and dedication have played a significant role in our success.

We wish you the best of luck in your future endeavors. Please do not hesitate to reach out if you need any assistance or references in the future.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]