

# Resignation Acknowledgment

Date: [Insert Date]

Dear [Employee's Name],

We have received your resignation letter dated [Insert Date of Resignation Letter]. We would like to acknowledge the receipt of your resignation and confirm your last working day as [Insert Last Day of Work].

We appreciate your contributions to [Company Name] during your time here. Your skills and efforts have made a positive impact on the team.

As part of our commitment to continuously improve, we would appreciate any feedback you could provide regarding your experience with us. Your insights will be valuable in helping us enhance our workplace environment.

Thank you once again for your hard work and dedication. We wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]