

Resignation Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. We appreciate your notice period of [Insert Notice Period], and we will ensure a smooth transition during this time.

Your contributions to [Company Name] have been greatly valued, and we will begin the process of transitioning your responsibilities. Please let us know how we can assist you in wrapping up your projects or training a successor.

We wish you all the best in your future endeavors. Feel free to keep in touch.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]