

Letter of Acknowledgment of Voluntary Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We have received your letter of resignation dated [Insert Date of Resignation Letter] and acknowledge your voluntary decision to resign from your position at [Company Name]. Your last working day will be [Insert Last Working Day].

We appreciate your contributions to the company and wish you the best in your future endeavors. If you need assistance during your transition, please feel free to reach out.

Thank you for your service and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]