

Resignation Acknowledgment Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. We understand that you have decided to resign from your position as [Employee's Position] with [Company Name].

We appreciate your contributions during your time at [Company Name] and wish you all the best in your future endeavors.

If you need any further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]