

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Job Title]

[Company Name]

Dear [Employee's Name],

This letter is to formally acknowledge receipt of your resignation letter dated [Date of Resignation Letter]. I want to take this opportunity to express my gratitude for your contributions to [Company Name]. We appreciate the time and effort you dedicated to your role.

Your resignation will be effective as of [Last Working Day]. We wish you all the best in your future endeavors and hope you find success in your next role. Please let me know if there is anything we can assist you with during your transition.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]