

Resignation Acknowledgment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. We are sorry to see you go, but we understand your decision and wish you all the best in your future endeavors.

Your last working day will be [Insert Last Working Day]. Please ensure that all company property is returned and that you complete your exit paperwork before your departure.

Thank you for your contributions to [Company Name]. We appreciate your hard work and dedication during your time here.

Best wishes,

[Your Name]

[Your Title]

[Company Name]

[Company Address]