

# Resignation Receipt

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We hereby acknowledge receipt of your resignation letter dated [Insert Resignation Date]. We appreciate your contributions during your time with us 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 before your departure.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]