

Voluntary Termination Resignation Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge the receipt of your resignation letter dated [Insert Resignation Date]. We respect your decision to voluntarily terminate your employment with [Company Name].

Your last working day will be [Insert Last Working Day]. We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]