

Voluntary Termination Acknowledgment

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge receipt of your letter of voluntary termination dated [Insert Letter Date]. This letter serves to confirm that your employment with [Company Name] will officially end on [Last Working Day].

We appreciate your contributions to the team and wish you all the best in your future endeavors.

If you have any questions or require further assistance during your transition, please do not hesitate to reach out.

Thank you,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]