

Employee Resignation Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acknowledgment of Resignation

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date], in which you have provided us with your notice to resign from your position as [Employee's Position]. We would like to express our appreciation for the contributions you have made during your time here at [Company Name].

Your last working day will be [Insert Last Working Day], as per the notice period specified in your employment contract.

We wish you the best in your future endeavors and hope you achieve all your dreams and goals.

Thank you once again,

Sincerely,

[Your Name]

[Your Position]

[Company Name]