

Resignation Receipt

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as acknowledgment of your resignation letter received on [Insert Date]. Your last working day will be [Insert Last Working Day], as per your notice period.

We would like to thank you for your contributions during your time at [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]