

# Letter of Acknowledgment for Voluntary Resignation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge receipt of your letter of resignation dated [Insert Date]. We understand that your last day of employment will be [Insert Last Working Day].

We appreciate the contributions you have made during your time with us and wish you success in your future endeavors. Please let us know if you require any assistance during your transition.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]