

# Resignation Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Insert Date] and want to confirm that we have accepted your resignation from your position as [Employee's Position] at [Company Name]. Your last working day will be [Insert Last Working Day].

We appreciate your contributions during your tenure and wish you all the best in your future endeavors.

Please feel free to reach out if you need any assistance during your transition.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]