

Resignation Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We have received your resignation letter dated [Insert Date] and would like to acknowledge it. We appreciate your contributions during your time with us and wish you all the best in your future endeavors.

Next Steps:

1. Please ensure that all company property is returned by your last day of work, which is scheduled for [Last Working Day].
2. Your final paycheck will be processed according to our usual payroll schedule.
3. We will schedule an exit interview to gather your feedback regarding your experience with the company.

If you have any questions or need further clarification regarding your resignation, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]