

Resignation Acknowledgment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. We appreciate the notice you have provided and understand your decision to resign from your position as [Employee's Position].

Your last working day will be [Insert Last Working Day], and we would like to take this opportunity to thank you for your contributions during your time with us. We wish you all the best in your future endeavors.

Please let us know how we can assist you during this transition.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]