

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Thank you for your letter of resignation dated [Insert Date]. We acknowledge receipt of your resignation and understand that your last working day will be [Insert Last Working Day].

We appreciate your contributions to [Company's Name] and wish you the best in your future endeavors. Please do not hesitate to reach out if you need any assistance during your transition.

Best regards,

[Your Name]

[Your Title]

[Company's Name]