

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally acknowledge the receipt of your resignation letter dated [Date of Resignation Letter]. We regret to hear that you have decided to leave your position at [Company's Name]. Your contributions during your time here have been greatly appreciated.

We understand and respect your decision, and we wish you the best in your future endeavors. Please let us know if there is anything we can assist you with during your transition.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]