

Resignation Acknowledgment

Dear [Employee's Name],

We have received your resignation letter dated [Date of Resignation Letter] and would like to acknowledge your decision to resign from your position as [Your Position] at [Company Name]. Your last working day will be [Last Working Day].

We would like to take this opportunity to express our gratitude for your hard work and dedication during your time with us. Your contributions have made a significant impact, and you will be greatly missed.

We wish you all the best in your future endeavors. Please feel free to reach out if you need any assistance during your transition.

Thank you once again for your service and commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]