

Resignation Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Resignation Date]. Your last working day will be [Insert Last Working Day], as per your notice period.

We appreciate your contributions to [Company Name] during your tenure and wish you all the best in your future endeavors.

Thank you for your service.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]