

# Resignation Acceptance Acknowledgment

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Date of Resignation]. We accept your resignation from your position as [Employee's Position] at [Company Name], effective [Last Working Day].

We appreciate your contributions during your tenure and wish you all the best in your future endeavors.

If you have any questions about your remaining pay or benefits, please do not hesitate to reach out.

Thank you for your service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]