

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acknowledgment of Departure

We regret to inform you that your last working day with [Company Name] will be [Last Working Day], in accordance with your notice period.

We would like to take this opportunity to thank you for your contributions to [Company Name] during your tenure. Your efforts in [mention specific projects or responsibilities] have been greatly appreciated.

Please ensure that you complete the necessary exit procedures, including the return of company property and the completion of any required paperwork. Should you need any assistance during your transition, do not hesitate to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]