

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hereby acknowledge the receipt of your resignation letter dated [Date of Resignation Letter]. Your last working day with [Company Name] will be [Last Working Day].

We would like to take this opportunity to express our gratitude for the contributions you made during your time with us. Your skills and dedication were valued, and you will be missed by your colleagues and the entire team.

Please ensure to return any company property and complete the necessary exit procedures before your departure. Should you need any assistance during this transition, feel free to reach out.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]