

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acknowledgment of Receipt

We are writing to formally acknowledge the receipt of your [document/type of submission, e.g., resignation letter, employment contract, etc.] dated [date of the document].

We appreciate your [effort, commitment, etc., depending on the context], and we want to assure you that [further details or next steps, if applicable].

If you have any questions or require further information, please do not hesitate to reach out to [contact person's name or department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]