

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Company Name]

Dear [Employee's Name],

I am writing to formally acknowledge the receipt of your resignation letter dated [Date of Resignation Letter]. I would like to take this opportunity to confirm that your resignation has been accepted, and your last working day will be [Last Working Day].

We appreciate your contributions to [Company Name] during your time here, especially [specific contribution or project]. Your efforts have made a positive impact, and you will be missed by the team.

Please ensure you complete any remaining tasks and assist in the transition of your responsibilities before your departure. If you have any questions or need assistance, feel free to reach out.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]