

Company Name
Company Address
City, State ZIP Code

[Date]

[Employee Name]
[Employee Position]
[Department]

Subject: Acknowledgement of Resignation Letter

Dear [Employee Name],

This letter is to formally acknowledge receipt of your resignation letter dated [Resignation Letter Date]. Your resignation from your position as [Position] has been accepted, and your final working day will be [Last Working Day], as per your notice period.

We would like to take this opportunity to thank you for your contributions during your tenure with [Company Name]. Please coordinate with the HR department regarding the exit process and clearance formalities.

We wish you all the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]
[Designation]
[Company Name]