

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Employee Name

From: \_\_\_\_\_  
Manager Name

Department: \_\_\_\_\_

Subject: Acknowledgment of Resignation

Dear \_\_\_\_\_,

I acknowledge receipt of your resignation letter dated \_\_\_\_\_. Your resignation from the position of \_\_\_\_\_ has been accepted, effective \_\_\_\_\_ (last working day).

Please ensure that all handover procedures and clearance requirements are completed before your departure.

On behalf of the management, I would like to thank you for your contributions and wish you success in your future endeavors.

\_\_\_\_\_ Managerâ€™s Signature & Date

\_\_\_\_\_ Employeeâ€™s Acknowledgment & Date