

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.

Manager's Signature & Date

Employee's Acknowledgment & Date