[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee’s Name]

[Employee’s Address]

[City, State, ZIP Code]

**Subject: Acknowledgment of Resignation**

Dear [Employee’s Name],

This letter is to formally acknowledge receipt of your resignation letter dated [Date], in which you stated your intent to resign from your position as [Job Title], effective [Last Working Day, e.g., “two weeks from the date of your notice”/*specific date]*.

We respect your decision and appreciate the advance notice you provided. Your contributions to [Company Name] during your tenure, particularly in [*specific achievements or areas of impact*], have been greatly valued.

As we prepare for your departure, we will work with you to ensure a smooth transition of your responsibilities. Please ensure that all [outstanding tasks, company property, and other relevant obligations] are completed before your last working day.

We wish you all the best in your future endeavors. If you need any assistance during the transition or require a reference, please feel free to reach out.

Yours sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................