

Professional acknowledgment of resignation

Subject: Acknowledgement of Your Resignation

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Date].

Your last working day has been noted as [Last Working Day] as per the notice period mentioned in your resignation.

We thank you for your contributions during your tenure and wish you all the best in your future endeavors.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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