Informal acknowledgment via email

Subject: Got Your Resignation	
	Hi [Employee Name],
	Just to let you know, we've received your resignation. Your last day with us will be [Last
Working Day].	
	Thanks for all your efforts and good luck in your next adventure!
	Best,
	[Manager Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/resignation-acknowledgement-letter