

Acknowledgment pending HR or management confirmation

Subject: Acknowledgement of Resignation Submission

Dear [Employee Name],

We acknowledge receipt of your resignation letter submitted on [Date].

Please note that the final acceptance is subject to completion of pending handovers and exit formalities.

We will confirm your official last working day once the review is complete.

Regards,

[HR Name]

[Designation]

Get more templates here:

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