

Sample Acknowledgement of Resignation Letter

DD/MM/YYYY

Name and Surname of an employee

Address

Ref: Resignation letter from DD/MM/YYYY

Dear Ms/Mr. _____

This letter is intended to acknowledge the receipt of your resignation letter, from DD/MM/YYYY, and to confirm that your last working day is set for DD/MM/YYYY, after offsetting your outstanding leave days. We are glad that all your assignments have been completed or duly handed over to your colleagues. We have also received your clearance form that has the essential signatures of the various department heads.

Please ensure that your company identification card and company phone are handed over to the HR department by the end of your last working day with us. If you consider having any finances due to you, You may contact the Accounts Department for clearance.

We highly appreciate that you informed us with sufficient notice to organize the transfer of your responsibilities to the new colleague. Bearing in mind our successful cooperation during the time you spent with our company we will convey reference letter in due time.

We wish you all the best in your career.

Yours sincerely

Signature

Name Surname

HR Department

Enclosed: