[Sender Name]

[Sender Designation]

[Company Name]

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Response Letter to Employee’s Resignation**

Dear Sir/Madam,

On [mention date], I received your resignation letter and I am writing this letter to officially acknowledge the receipt of your resignation from [mention company name], effective [mention last working date].

Please return all the company’s property on or before [mention last working date] and make sure to settle your accounts with the company. For that purpose, feel free to contact the HR department of the company and they will guide you with the procedure.

Thanks your for being a valuable part of the organization. We wish you all the best for future.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Contact Details]