

# Resignation Acknowledgment Letter

## RESIGNATION ACKNOWLEDGMENT LETTER

[COMPANY NAME]  
[COMPANY ADDRESS]  
[DATE]

[EMPLOYEE NAME]  
[EMPLOYEE ADDRESS]

Dear [EMPLOYEE NAME]:

This letter acknowledges receipt of your resignation from the position of [JOB TITLE] in the [DEPARTMENT] department, submitted on [RESIGNATION DATE].

### Confirmed details

- **Last working day:** [LAST DAY]
- **Notice period:** [e.g. Two weeks, ending (date)]
- **Unused PTO balance:** \_\_\_\_\_ hours — paid per policy and applicable law]

### Next steps

- **Knowledge transfer:** Please complete handoff of your open items to [NAMES] by [DATE].
- **Equipment return:** Return all Company property (laptop, badge, keys, [OTHER]) to [PERSON/ LOCATION] no later than your last day.
- **Final pay:** Your final paycheck, including [ANY ACCRUED AMOUNTS OWED UNDER POLICY/ LAW], will be issued on [PAY DATE] via [METHOD].
- **Benefits:** Your benefits coverage ends on [DATE]. Information about continuation coverage will be sent separately to your address on file.
- **Exit interview:** [NAME] will reach out to schedule a brief exit conversation. Your feedback is valued and appreciated.

Thank you for your contributions to [COMPANY NAME]. We wish you every success in your next role.

Sincerely,

[NAME], [TITLE]  
[COMPANY NAME]

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Employee acknowledgment of receipt:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/resignation-acknowledgment>).