

Acknowledgement letters



An acknowledgement letter is a document जो companies द्वारा लिखा जाता जब उन्हें कोई goods या services मिले। For example, an invoice, for record-keeping या फिर किसी service के लिए issue raise करना। इस तरह के letters आप नीचे दिए गए situations में लिखेंगे -

1. Offer
2. Complain
3. Appeal
4. Request for Information
5. Feedback

Let us have a quick look at its format

(Date)

(Name of recipient)

(Position)

Dear (name of recipient)

We would like to acknowledge the receipt of _____ (document name). We are presently examining it and if there are no issues to be addressed, the signed (document) will be returned to you within _____ business days. If there are any further concerns regarding the (document), we will contact you by (date).

Thank you for your continued trust in our company and we look forward to doing business with you in the future.

Respectfully yours.

(Name of sender)

(Position in company, company name)

Acknowledge to the donor

3rd July' 2020

45, Lane A
Boring Road
Patna- 1

Subject: Donation received

Dear Mr Johnson

We have received your boxes of goods. It will help us a lot in our feeding program for the less fortunate children in our area.

As a token of appreciation, we have sent you a bouquet. Thank you for helping us in this venture.

Regards

Ishita Siddhartha
Director
Udaan Foundation

Job Application acknowledgement letter

ABC Ltd.

32, Salt Lake, Kolkata, West Bengal
+91- 8765432109; www.abc.com

3rd July' 2020

21 A, Chandni Chowk
New Delhi

Dear Ms Sinha

I am writing to acknowledge that we have received your application for the position of Accountant and will include it in the competition for consideration.

Thank you for your interest in employment with us.

Regards

Ishita Siddhartha
Human Resource Representative

Acknowledgement Letter for receipt of goods.

Green Grocers
99, Third Avenue, Haryana, Gurugram 122201

Acknowledgement of Receipt of Goods

March 30th' 2020

To International Food Supplier

The undersigned hereby acknowledges receipt of the goods described on the annexed list or invoice and further acknowledges that said goods have been inspected and are without defect.

Signed and sealed this on 29th of March, 2020.

Ishita Siddhartha
Purchasing Manager

[Acknowledgement Letter on the resignation](#)

Raman Ahuja
1501, Presidential Colony
Noida Sector 15, UP

Ref: Resignation letter dated 2nd July' 2020

Dear Mr Ahuja

This letter is intended to acknowledge the receipt of your resignation letter, received on 02/07/2020, and to confirm that your last working day is set for 15/07/2020, 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 a reference letter in due time.

We wish you all the best in your career.

Regards

Ishita Siddhartha
HR Department

Acknowledgement for good customer care

Dear Sir/Madam

With this letter, I would hereby like to compliment one of your employees, Jawad Khan, Personal Banker for the excellent service he provided me last week. Mr Khan helped me to sort out my account after I revealed that there were many unauthorized debits made from it a recent period.

I have always been pleased with the service I receive at your branch office. Hence, Mr Khan's professionalism and enthusiasm to get to the root of the issue promptly exceeded my expectations. Just within one day, your colleague resolved the issue in my benefit.

This type of professionalism and commitment to the highest level of customer's satisfaction has to be acknowledged. Having in mind such a pleasant experience with your colleague it would be my pleasure to continue doing business with your company in the following period.

Thanks & Regards

Ishita Siddhartha

