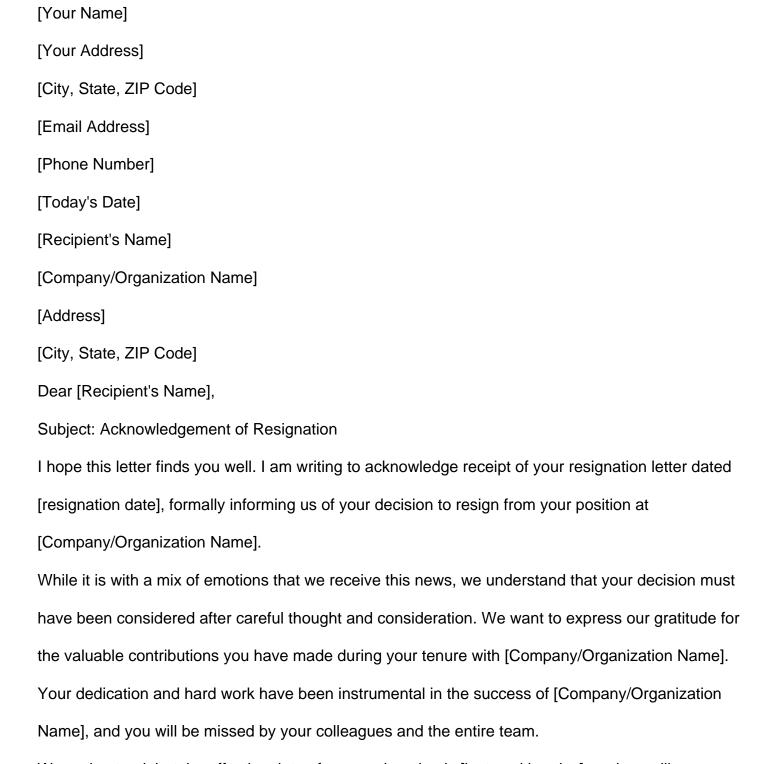
Acknowledgement Of Resignation Letter



We understand that the effective date of your resignation is [last working day], and we will ensure that all necessary arrangements are made for a smooth transition during this period. If there are any specific tasks or responsibilities you believe require special attention during the handover process, please do not hesitate to let us know, and we will do our best to accommodate your request.

As a departing employee, you will be entitled to any accrued benefits and compensation up to your

last working day. Our HR department will be in touch with you to guide you through the exit process and provide further information regarding your final paycheck, benefits, return of company property, and any other relevant details.

On behalf of the entire team at [Company/Organization Name], I want to extend our best wishes for your future endeavors. We have no doubt that you will continue to achieve great success in your future pursuits.

Please do not hesitate to reach out if you have any questions or need assistance during this transition period. Our doors will always be open to welcome you back should you ever decide to return.

Thank you once again for your dedication and contributions to [Company/Organization Name]. We wish you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company/Organization Name]

[Email Address]

[Phone Number]