

Acknowledgement Of Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Acknowledgement of Resignation

I hope this letter finds you well. I am writing to acknowledge receipt of your resignation letter dated [resignation date], formally informing us of your decision to resign from your position at [Company/Organization Name].

While it is with a mix of emotions that we receive this news, we understand that your decision must have been considered after careful thought and consideration. We want to express our gratitude for the valuable contributions you have made during your tenure with [Company/Organization Name]. Your dedication and hard work have been instrumental in the success of [Company/Organization Name], and you will be missed by your colleagues and the entire team.

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]