

Standard Professional Acknowledgment Email

Subject: Acknowledgment of Your Resignation

Dear [Employee Name],

This email serves to formally acknowledge receipt of your resignation letter dated [date]. We have accepted your resignation from your position as [job title], effective [last working date].

We appreciate the [time period] of service you have provided to [Company Name]. During your tenure, you have contributed significantly to [specific achievements/projects]. Your dedication and professionalism have been valued by the entire team.

Please coordinate with [HR representative/supervisor name] regarding the transition of your responsibilities and the return of company property. We will ensure that your final paycheck, including any accrued vacation time, will be processed according to company policy.

We wish you success in your future endeavors.

Best regards,

[Manager Name]

[Title]

[Company Name]

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