

Professional Acknowledgment with Disappointment

Subject: Acknowledgment of Resignation - [Employee Name]

Dear [Employee Name],

I acknowledge receipt of your resignation letter dated [date]. While I accept your decision to resign from your position as [job title] effective [date], I must express our disappointment in losing such a valuable team member.

Given your excellent performance and the significant projects currently underway, we had hoped you would continue your career growth within our organization. However, we respect your decision and wish to ensure a professional transition.

Please schedule a meeting with HR within the next few days to discuss handover procedures, outstanding projects, and administrative matters. We expect all company property to be returned and confidential information to remain protected as per your employment agreement.

Your final compensation will be calculated and processed according to company policy.

We wish you well in your future pursuits.

Sincerely,

[Manager Name]

[Title]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acknowledgement-of-resignation-letter>