

Acknowledgment with Counter-Offer Email

Subject: Your Resignation - Let's Discuss

Dear [Employee Name],

Thank you for your resignation letter. Before we process this formally, I'd like to schedule a meeting to discuss your decision and explore whether there are ways we can address your concerns.

Your contributions as [position] have been exceptional, particularly your work on [specific projects].

The team and I believe there may be opportunities to better align your role with your career goals and expectations.

Could we meet this week to discuss potential adjustments to your position, compensation, responsibilities, or work arrangements? I'm confident we can find a solution that benefits both you and the organization.

Please let me know your availability for a confidential discussion.

If, after our conversation, you still wish to proceed with your resignation, we will of course respect that decision and ensure a smooth transition.

Looking forward to hearing from you.

Best regards,

[Manager Name]

Get more templates here:

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