

## **Urgent Acknowledgment Message**

Subject: URGENT - Acknowledgment of Immediate Resignation

Dear [Employee Name],

This message confirms receipt of your immediate resignation from [position] as of today, [date].

While we typically require [notice period] notice, we understand that circumstances sometimes necessitate immediate departure.

Given the urgent nature of your resignation, please report to HR today at [time] to complete exit procedures, return company property, and discuss the transfer of your current responsibilities to other team members.

Your final paycheck will be processed and available by [date]. Any outstanding matters will be handled as quickly as possible.

We wish you well despite the abrupt circumstances of your departure.

Regards,

[Manager Name]

[HR Representative Name]

**Get more templates here:**

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