

Professional Acknowledgment - Performance Concerns

Subject: Acknowledgment of Resignation

Dear [Employee Name],

We acknowledge receipt of your resignation from the position of [job title] effective [date].

Given the recent performance discussions and improvement plan we implemented, we understand this decision may be in the best interest of both parties. We appreciate that you've chosen to resign rather than continue through the performance improvement process.

Please coordinate with [HR representative] to ensure all company materials are returned and final administrative matters are completed. Your final compensation will be processed according to standard policy.

We wish you success in finding a role that better aligns with your skills and career objectives.

Professionally,

[Manager Name]

[HR Representative Name]

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