

Professional exit letter

Subject: Acknowledgment of Resignation

Dear [Employee Name],

This letter serves as formal acknowledgment of your resignation from your position as [Job Title] at [Company Name], effective [Last Working Day].

We appreciate your contributions during your tenure and wish you success in your future endeavors.

Kindly ensure that all company property is returned and any pending work is appropriately handed over before your departure.

Should you require any documents or references, please contact the HR department.

Sincerely,

[Your Name]

[Your Position]

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