

Formal Acknowledgement of Resignation

Subject: Acknowledgment and Acceptance of Your Resignation

Dear [Employee's Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Day]. While we are saddened to see you leave, we understand and respect your decision to move on to new opportunities.

We appreciate your hard work, dedication, and contributions during your tenure at [Company Name]. You have been an important part of our team, and your efforts have made a lasting positive impact.

Please ensure a smooth handover of your duties to your successor before your departure. The HR department will reach out to assist with the exit formalities.

We wish you continued success in your future endeavors and hope you stay in touch.

Warm regards,

[Your Name]

[Your Position]

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