

Resignation Acknowledgement Letter

Dear [Employee Name],

I am writing to acknowledge receipt of your resignation letter dated [date of resignation letter]. We regret to receive your resignation but we respect your decision to move on to other opportunities.

We appreciate the contributions you have made during your time with our organization. Your hard work and dedication have been invaluable to our team, and we are grateful for the positive impact you have had on our company.

We would like to remind you of your obligations during the notice period, which will begin on [start date] and end on [end date]. We request that you complete all your outstanding projects and ensure a smooth transition of your responsibilities to your replacement.

We wish you all the best in your future endeavors and we hope that you will keep in touch with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]