

# Professional Response with Issues

Subject: Acknowledgment of Resignation Notice

Dear [Employee Name],

This letter acknowledges receipt of your resignation submission dated [Date], indicating [Date] as your final work day.

I must note that your proposed notice period of [Duration] falls short of the [Required Period] specified in your employment contract. According to Section [X] of your agreement, adequate notice is essential for proper transition planning.

Additionally, you currently have outstanding responsibilities including [Specific Projects/Tasks] that require completion or proper handover. We need to discuss how these commitments will be addressed before your departure.

Please schedule a meeting with HR and myself by [Date] to review your contractual obligations and develop a comprehensive transition plan. This includes:

- Project documentation and handover procedures
- Client relationship transfers
- Equipment and access credential returns
- Exit interview completion

Your cooperation in ensuring a professional transition is expected and appreciated.

Regards,

[Your Name]

[Your Title]

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