

Relief-Based Professional Response

Subject: Acknowledgment of Resignation

Dear [Employee Name],

I acknowledge receipt of your resignation letter dated [Date]. Your resignation is accepted, and your employment will conclude on [Date] as indicated.

During your remaining time, please focus on completing current assignments and ensuring proper documentation of your work. All company property must be returned, and outstanding matters resolved before your departure date.

HR will provide you with information regarding final compensation, benefits, and exit procedures. Please coordinate directly with them for scheduling your exit interview and returning company assets.

We wish you well in your future endeavors.

[Your Name]

[Your Title]

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