

Professional acknowledgment and acceptance of termination

Subject: Acknowledgment of Termination

Dear [Manager/HR Name],

I hereby acknowledge receipt of the termination letter dated [Date]. While this news is disappointing, I accept the decision and appreciate the support provided by [Company Name] during my employment.

I request guidance regarding the final settlement process, benefits, and return of company property.

Thank you for the opportunity to work with the team, and I wish the company continued success.

Sincerely,

[Your Name]

[Employee ID]

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