

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and express my gratitude for the career development support you have provided me. The resources, guidance, and encouragement I have received have significantly contributed to my professional growth and development.

Your commitment to nurturing talent within our organization is truly commendable, and I appreciate the time and effort you have dedicated to assist me in reaching my career goals.

Thank you once again for your support. I look forward to applying what I have learned and continuing to grow in my role.

Sincerely,

[Your Name]