

Resignation Acknowledgment

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Acknowledgment of Resignation

Dear [Employee Name],

We have received your resignation letter dated [Insert Date]. We want to acknowledge your resignation from your position at [Company Name] effective [Last Working Day].

We appreciate your contributions to the team and would like to invite you to participate in an exit interview. This will be an opportunity for you to provide feedback on your experience with us.

Please let us know your availability, and we will schedule a convenient time for the exit interview.

Thank you for your hard work and dedication. We wish you the best in your future endeavors.

Best regards,

[Manager/HR Name]

[Job Title]

[Company Name]