

Resignation Acknowledgment

Dear [Employee's Name],

We have received your resignation letter dated [Date] and acknowledge your decision to resign from your position at [Company Name]. We appreciate the advance notification regarding your departure.

During your time with us, your contributions have been invaluable, and we are grateful for your hard work and dedication.

As you transition to your next opportunity, please feel free to use us as a professional reference. We would be happy to provide feedback on your skills and contributions during your tenure.

We wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]