

Recognition of Resignation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition of Resignation Notice

Dear [Employee's Name],

We have received your resignation letter dated [Insert Date of Resignation Letter], and we acknowledge your decision to resign from your position at [Company Name]. We appreciate the notice period of [Insert Duration] and your commitment to ensure a smooth transition during this time.

Your contributions to our team have been invaluable, and we will miss your presence and expertise. We wish you all the best in your future endeavors.

Please let us know how we can assist you during your remaining time with us.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]