

# Resignation Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acknowledgment of Resignation

Dear [Employee's Name],

Thank you for your resignation letter dated [Insert Date]. We acknowledge your decision to resign from your position as [Employee's Job Title]. Your last working day will be [Insert Date].

We appreciate the contributions you have made during your time with us, and we wish you all the best in your future endeavors.

As you prepare for your departure, please ensure that the following outstanding tasks are completed:

- [Task 1: Brief Description]
- [Task 2: Brief Description]
- [Task 3: Brief Description]

Please connect with [Colleague's Name] to facilitate a smooth handover of your responsibilities.

Thank you once again for your hard work, and please do not hesitate to reach out if you need any support during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]