

# Resignation Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acknowledgment of Resignation and Final Meeting

Dear [Employee's Name],

We have received your resignation letter dated [Insert Date of Resignation Letter]. I would like to acknowledge your decision and express our gratitude for your contributions during your time with [Company Name].

To ensure a smooth transition and to discuss any final details, I would like to schedule a final meeting with you. Please let me know your availability for the week of [Insert Week Date].

Thank you once again for your hard work and dedication.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]