

Letter of Acknowledgement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company Name]

[HR Manager's Name]

[HR Department]

[Company Name]

Dear [HR Manager's Name],

I am writing to formally acknowledge the support and assistance provided by you and the HR team during [specific situation, e.g., my recent onboarding process, my request for leave, etc.]. Your prompt responses and thorough guidance have significantly eased my experience.

Thank you for your dedication and professionalism. I genuinely appreciate the efforts you put into ensuring a seamless process.

Best Regards,

[Your Name]

[Your Contact Information]