

Resignation Acknowledgment and Farewell

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Date]. While we are sad to see you go, we understand and respect your decision to pursue new opportunities.

Your contributions to [Company Name] have been invaluable, and you will be missed by all of us. Thank you for your hard work, dedication, and the positive impact you've made during your time here.

As you embark on this new chapter, we wish you the very best in your future endeavors. Please stay in touch, and remember that you will always be part of the [Company Name] family.

Sincerely,

[Your Name]
[Your Position]
[Company Name]