

Resignation Acknowledgment

Dear [Employee's Name],

Thank you for your letter of resignation dated [Date]. We appreciate your contributions to [Company Name] during your tenure here. Your hard work and dedication have been instrumental in achieving our goals.

While we are sad to see you go, we respect your decision and wish you all the best in your future endeavors. Please let us know how we can support you during your transition.

Wishing you success in your new chapter.

Sincerely,

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