

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge my decision to remain with [Company/Organization Name]. After careful consideration, I believe this is the best choice for my professional growth and alignment with our shared goals.

I appreciate the opportunities for development and the supportive environment that [Company/Organization Name] continuously provides. I am excited to continue contributing to our projects and working alongside our talented team.

Thank you for your understanding and support in this matter. I look forward to our future endeavors together.

Sincerely,

[Your Name]