[Senders Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

acknowledgement of a resignation letter

[Letter Date]

[Recipients Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Name]

Dear Mr. Cristopher Renolds,

I have received your notice regarding your plan to resign from our company effective July 30, 1993. Thank you for being prudent and informing me about your plans in advance.

We at Preston Inc. thank you for the 10 years which you have spent with us, helping immensely in the development of the company. We will surely miss your easy laughter and great jokes in our team.

We wish you well in all of your future endeavors and we hope to see you around.

Sincerely Yours,

Martha Salem

Head Of Recruitment

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-