**[Name of employee]**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Address]

[Postal Code]

Mr. / Mrs. / Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I received your letter dated March 26 yesterday and I would like to acknowledge your resignation.  Your resignation is official and according to your contract with this company.  We have already informed your Department Head about your resignation which takes effect in one month.

Similarly, we are also sad about receiving your resignation.  You have been a wonderful sales staff and your performance has consistently been excellent in the ten years that you have served as a sales representative.  Your team leader has nothing but high praise for your work and it would be a loss to the company to see you go.  Nevertheless, we respect your decision which is one that you must make for the sake of your company.

We wish you all the best in your family and your career should you decide to continue pursuing it in the future.

Your Well Wisher,

**Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Human Resources Officer

Good Food, Co.

City ---------------, Postal Code: -----------------