[Date]

[Employee Name]
[Employee Job Title]
[Department]

Subject: Acknowledgment of Resignation and Transition Plan Approval

Dear [Employee Name],

I am writing to formally acknowledge the receipt of your resignation letter dated [Date of Resignation Letter], in which you informed us of your decision to resign from your position as [Job Title]. Your final day of employment with [Company Name] will be [Last Working Day].

We have reviewed the transition plan you proposed. This letter serves as formal approval of the following handover arrangements:

- [Task/Project 1]: To be handed over to [Name] by [Date].
- [Task/Project 2]: Final documentation to be completed by [Date].
- [Task/Project 3]: Client/Stakeholder introductions for [Name] to be completed by [Date].

Please ensure that all company property, including your laptop, keys, and security badges, are returned to the HR department on your final day.

We appreciate your contributions to the team during your tenure and thank you for your cooperation in ensuring a smooth transition. We wish you the very best in your future endeavors.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Company Name]