

Response to Resignation Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Thank you for your letter of resignation dated [Insert Date of Resignation Letter]. While I am saddened to see you go, I respect your decision and wish you the best in your future endeavors.

Your contributions to [Company Name] over the past [duration of employment] have been greatly appreciated, and you will be missed by your colleagues and the organization as a whole.

Please let us know how we can assist you in making your transition as smooth as possible. Your last working day will be [Insert Last Working Day], as per your notice period.

Best wishes for your future endeavors, and do keep in touch.

Sincerely,

[Your Name]

[Your Position]

[Company Name]