

Franchisee Resignation Approval

Date: [Insert Date]

[Franchisee's Name]
[Franchisee's Address]
[City, State, Zip Code]

Dear [Franchisee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date of Resignation Letter]. After careful consideration, we hereby approve your resignation as a franchisee of [Franchise Name].

Your contributions to our brand have been valued, and we appreciate the efforts you have made during your time with us. Your last day of operation will be [Insert Last Day], and we will ensure a smooth transition in the process.

Please return any company property and finalize all outstanding accounts by your last day. If you have any questions or require further assistance during this transition, feel free to contact us.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]