

Franchisee Resignation Response

Date: [Insert Date]

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

Dear [Franchisee Name],

We acknowledge receipt of your resignation letter dated [Insert Date]. We appreciate your commitment to the [Franchise Name] brand during your tenure as a franchisee.

While we are saddened to see you go, we respect your decision and wish you the best in your future endeavors. Please ensure that all outstanding matters are settled, including inventory and any financial obligations, by [Insert Settlement Deadline].

If you have any questions or require assistance during this transition, please do not hesitate to reach out.

Thank you once again for your contributions to [Franchise Name]. We wish you every success in your next chapter.

Sincerely,
[Your Name]
[Your Title]
[Franchise Company Name]
[Contact Information]