

# Job Resignation Response

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 Resignation Date]. We appreciate your contributions to [Company Name] during your time with us.

While we are sad to see you go, we understand your decision and wish you the best in your future endeavors. Your last working day will be [Insert Last Working Day], and we will do our best to ensure a smooth transition during this time.

If you need any assistance during your transition or require information regarding your benefits, please feel free to reach out.

Wishing you success in your future career.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]