

Letter of Gratitude for Resignation Acceptance

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We have received your resignation letter dated [Insert Date], and while we are saddened to see you go, we accept your decision with understanding.

We want to express our heartfelt gratitude for the hard work, dedication, and contributions you have made during your time with us. Your efforts have not gone unnoticed, and you will be greatly missed by the entire team.

As you move on to pursue new opportunities, we wish you nothing but success and fulfillment in your future endeavors. Please keep in touch, and do not hesitate to reach out if you ever need support.

Thank you once again for everything. Best wishes for your next chapter!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]