

# Termination of Employment

Date: [Insert Date]

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

Dear [Employee's Name],

We have received your resignation letter dated [Insert Date], and we want to formally acknowledge it. Your last working day with [Company Name] will be [Insert Last Working Day], as per your notice period policy.

We would like to take this opportunity to thank you for your contributions during your time with us. We appreciate your hard work and dedication to our retail team.

Please ensure that all company property is returned before your departure, and feel free to reach out if you need assistance with the transition process.

We wish you all the best in your future endeavors.

Sincerely,

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