

Letter of Appreciation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We would like to take a moment to express our sincere gratitude for your contributions to [Company Name]. Your notice of resignation has been received, and while we are sad to see you go, we understand and respect your decision.

During your time with us, you have demonstrated exceptional skills and dedication, which have greatly benefited our team and organization. Your positive attitude and hard work have left a lasting impact on your colleagues and the projects you worked on.

We wish you all the best in your future endeavors. Please keep in touch, and know that you will always be part of the [Company Name] family.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Position]

[Company Name]