

# Letter of Gratitude

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We acknowledge receipt of your resignation letter dated [Insert Date]. While we are saddened to see you go, we want to express our heartfelt gratitude for the contributions you have made during your time with [Company Name].

Your hard work and dedication have played a significant role in our team's success, and your presence will truly be missed. We appreciate your professionalism and commitment, and we wish you all the best in your future endeavors.

If there is anything we can do to assist you during this transition, please do not hesitate to reach out. Best of luck in your new journey!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]