

Response to Resignation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Thank you for your letter of resignation dated [insert date of resignation letter]. While we are saddened to see you go, we respect your decision and wish you the best in your future endeavors.

Your contributions to [Company Name] have been greatly valued, and your presence will be missed by your colleagues and the management team. Please ensure that all outstanding tasks are completed before your last working day on [insert last working day].

If you need any assistance during your transition or if you have further inquiries, feel free to reach out. We hope to maintain a positive relationship moving forward.

Wishing you all the best.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]