

Letter of Gratitude

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you well. I would like to take a moment to express my heartfelt gratitude for the time and dedication you have given to [Company Name]. Your contributions have been invaluable, and your presence will be greatly missed.

While I am saddened to hear about your decision to resign, I respect your choice and wish you all the best in your future endeavors. Your hard work, professionalism, and positive attitude have made a difference, and you have left a lasting impact on our team.

Thank you once again for everything. Please keep in touch, and do not hesitate to reach out if you need anything in the future.

Wishing you success in all your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]