

Response to Resignation Request

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Thank you for your letter of resignation dated [Insert Resignation Date]. We appreciate your contributions during your time at [Company Name]. While we are sad to see you go, we respect your decision and wish you the best in your future endeavors.

Your last working day will be [Insert Last Working Day]. Please ensure that all projects are completed and hand over your responsibilities to [Insert Colleague's Name] before your departure.

If you need any assistance during your transition or if you have any questions, please feel free to reach out.

Thank you once again for your hard work and dedication. We wish you all the success in your new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]