

Dear [Employee's Name],

We have received your resignation letter dated [Date]. While we are sad to see you go, we understand and respect your decision.

We appreciate the contributions you have made during your time with us. Your hard work and dedication have played a significant role in our team's success, and you will be missed.

We wish you the very best in your future endeavors. May you find success and happiness in your new journey.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]