

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Departure Letter

We acknowledge receipt of your resignation letter dated [insert date]. It is with mixed emotions that we accept your decision to leave [Company Name]. Your last working day will be [insert date], as per the notice period stipulated in your contract.

Throughout your time with us, you have made significant contributions to [mention specific contributions or projects]. We want to express our gratitude for your hard work and dedication.

Please ensure that all tasks are completed before your departure, and kindly return all company property by your last day.

We wish you all the best in your future endeavors. You will be missed by your colleagues.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]