

## **Accepting Resignation with Regret**

Dear [Employee name],

I received your resignation letter today and I have to say that I was really surprised.

I understand the reasons behind your decision but you must know that you are a very valuable member of this company and it would be a great loss for us not to have you with us.

If there is anything that we can do to keep you here, please do let us know, otherwise, we can only respect your wish and accept your resignation with great regret.

We wish you the best in your future endeavors.

Best Regards