

Appreciation Letter To Employee Leaving Or Resigning

Dear [Employee's Name],

I am writing this letter to express my sincere gratitude for all the hard work and dedication you have put into this company during your tenure. Your contributions have been invaluable, and we are truly grateful for the impact you have made on our organization.

As you move on to your next adventure, please know that your hard work and achievements will not be forgotten. You have been an asset to our team, and we are sad to see you go. We wish you all the best in your future endeavors, and we have no doubt that you will succeed in whatever you choose to do.

Please keep in touch, and do not hesitate to reach out if there is anything we can do to support you in your future endeavors.

Thank you again for your hard work, dedication, and commitment to excellence during your time with us. You will be missed.

Sincerely,

[Your Name]