

Heartfelt Letter

Dear [Employee's Name],

I received your resignation letter, and I wanted to express how much we value your presence in our team. Your skills, dedication, and positive attitude have greatly impacted our organization.

We sincerely hope you reconsider your decision, as your contributions are essential to the success of ongoing projects. Let's meet to discuss any concerns you may have and explore solutions that allow you to continue with us.

Warm regards,

[Manager/HR Name]

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