

# **Reply to Employee Resignation Email With Short or Without Notice Sample**

Dear [Employee Name],

I received your resignation email and I have to say that I am a little bit disappointed with your decision to leave the company. You are a valuable asset to our workforce and your contributions are well recognized.

While we are left with little choice given your short notice period, I do understand the reasons leading up to your decision and can I only wish you the best of luck at this time.

Needless to say, please ensure a full comprehensive handover is performed.

Good Luck!

Regards