

## **Response to Resignation Letter of Colleague**

Dear [Colleague Name],

I am really sorry to know that you have decided to leave the company and pursue dreams somewhere else. We made a great team and things will never be the same without you. We have our share of success and disappointments, but the moments we spent working on things will be forever in our memories.

I wish you the best in whatever you decide to do. You deserve the best and I am sure that you will excel whatever you choose to do.

Best Regards