

Emotional and thankful response acknowledging termination

Subject: Response to Termination

Dear [Manager/HR Name],

I have received your termination letter dated [Date]. I would like to express my gratitude for the support, mentorship, and opportunities I have had while working at [Company Name].

Although I am saddened by this outcome, I remain thankful for the experiences and friendships gained. Please advise on the next steps for final settlement and formalities.

Warm regards,

[Your Name]

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