
Response Letter For Resignation

Michael Brown

HR Manager

ABC Corporation

123 Corporate Blvd

Springfield, IL 62701

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(555) 234-5678

July 23, 2024

Emily Clark

456 Pine Street

Springfield, IL 62701

Dear Emily,

I have received your resignation letter dated July 20, 2024, and I want to thank you for providing notice of your decision to resign from your position as Marketing Specialist at ABC Corporation, effective August 15, 2024.

I would like to take this opportunity to express our appreciation for your contributions to the company during your three years of service. Your dedication and hard work have been valuable to our team and the company's success.

We will begin the process of transitioning your responsibilities to ensure a smooth handover. Please coordinate with your manager, John Davis, to finalize any outstanding tasks and facilitate the transition.

If there are any specific requests or arrangements you need during your notice period, please let us know, and we will do our best to accommodate them.

On behalf of the entire team at ABC Corporation, I wish you all the best in your future endeavors. Thank you once again for your hard work and commitment. We hope to stay in touch.

Sincerely,

Michael Brown

HR Manager