

REPLY TO EMPLOYEE RESIGNATION EMAIL WITHOUT NOTICE

{{Address Sender}}

Date: November 9, 2020

{{Name Recipient}}

{{Address Recipient}}

Subject: {{Subject}}

Dear Sir/Madam {{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 an 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 only wish you the best of luck at this time.

Please ensure a full comprehensive handover.

Yours sincerely,

{{Signature}}

{{Formal Name}} {{Title}}