

[Mention the name of the sender]

[Mention the job title of the sender]

[Mention the full name of the entity]

[Mention the date]

To,

[Mention the full name of the recipient]

[Mention the job title of the recipient]

[Mention the full name of the entity]

Dear [Mention the full name of the recipient],

This letter is to be strictly treated as the official letter from the [mention the name of the company] regarding the farewell of our SEO analyst, Mr/Mrs. [mention the name of the SEO analyst].

While going through the letter proposed to the director of the company regarding your resignation, we had a mixed feeling about it. As we were feeling disguised about the fact that the [mention the name of the company] is going to lose its precious employee, on the other hand, it made us proud to think that we have such a brave employee who dares to dream and loves to believe in himself.

As you are leaving this company, we want to thank you on the behalf of the complete fraternity of the [mention the name of the company] to serve the company as an SEO analyst for the continuous period of [mention the time period]. We have never received any kind of complaint from valuable customers regarding your work.

Before concluding the letter, we want you to know that no matter where you go, we are always there for you. You can always turn back to us for any kind of help. We will be more than happy to help you out.

Thanks, Mr/Mrs. [mention the name of the SEO analyst].

With regards,

[Mention the name of the sender with signature]

[Mention the designation of the sender] at [Mention the name of the sender]

[Mention the mail ID or the contact number of the sender].