

[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 is the official letter issued to Mr. [mention the name of the photographer] on [mention the date of publication] on the official website of the [mention the name of the company]. The [mention the name of the company] feels melancholic in expressing the acceptance of your resignation letter.

While going through your letter of resignation, the company's management had mixed feelings about you leaving this company. We wish you all the best for your new venture; we support you in every way you go in your career.

At the same time, it is pitiful that the company will lose one of the most valuable employees of all time.

We are not in control of any employee's life, and we wholeheartedly respect the choice you make to flourish in your career and life.

We further would like to extend our thanks to you for your immense support of the company and contribution to the company's growth and victory.

We are amazed by your optimism and the amount of motivation you hold for yourself and the whole team. As you were doing the role of photographer and managing the photography and planning business of the [mention the company's name].

Once again, we thank you on behalf of the whole team.

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].