

[Current Date]

[Employee Name]

[Employee Address or Remote Location]

Subject: Acceptance of Resignation

Dear [Employee Name],

I am writing to formally accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We appreciate the contributions you have made to the team during your time with [Company Name]. Even though you worked remotely, your impact on [mention a project or department] was valued.

To ensure a smooth offboarding process, please follow the instructions below regarding company property and final steps:

- **Equipment Return:** Please use the prepaid shipping labels provided to return your company laptop and other hardware by [Date].
- **Digital Access:** Your access to company servers and software will be deactivated on your final day at [Time].
- **Final Pay:** Your final paycheck, including any accrued vacation time, will be [mailed to your address/direct deposited] on [Date].

If you have any questions regarding your benefits or the exit process, please contact the HR department at [HR Email Address].

We wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]