

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Address Line 1]
[City, State, Zip Code]

Re: Acceptance of Resignation and Notice of Ongoing Confidentiality Obligations

Dear [Recipient Name],

This letter serves as formal notification that the Board of Directors of [Company Name] has officially accepted your resignation from your position as [Job Title], effective [Final Date of Employment].

We acknowledge receipt of your resignation notice dated [Notice Date]. We wish to thank you for your service and contributions to the Board during your tenure.

As you transition from your role, we must remind you of your ongoing legal and fiduciary obligations regarding confidentiality. Pursuant to the [Title of Agreement/Employment Contract] signed on [Date of Signing], your obligation to protect proprietary information, trade secrets, and internal board deliberations remains in full effect following your departure.

Specifically, you are prohibited from disclosing, using, or sharing any non-public information concerning [Company Name], its strategic plans, financial data, or intellectual property. Any breach of these confidentiality terms will result in immediate legal action to protect the interests of the corporation.

Please return all company-owned property, including electronic devices, physical files, and access badges, to [Name/Department] no later than [Date/Time].

We wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Board Chair or Authorized Executive]
[Title]
[Company Name]