

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

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

We would like to thank you for your contributions to [Company Name] during your tenure. We wish you the very best in your future professional endeavors.

As part of our standard offboarding process, we would like to schedule an exit interview to gather your feedback and insights regarding your experience with the company. This information is valuable to us for continuous improvement.

Your exit interview has been scheduled for:

Date: [Date]

Time: [Time]

Location/Link: [Meeting Room or Video Call Link]

Conducted by: [Interviewer Name/HR Representative]

Please let us know if this time does not work for you so we can reschedule. Additionally, Human Resources will reach out shortly regarding final pay, benefits status, and the return of company property.

Sincerely,

[Your Name]

[Your Title]

[Company Name]