

[Date]

[Executive Name]

[Job Title]

[Company Name]

Dear [Executive Name],

This letter serves as formal notification that we have received and accepted your resignation from your position as [Job Title], effective [Final Date of Employment].

On behalf of the Board of Directors and the entire leadership team, I would like to thank you for your contributions and dedicated service to [Company Name]. We appreciate the leadership you have provided during your tenure.

As part of the transition process, we would like to schedule a formal exit interview to discuss your experiences and gather your insights for future organizational growth. We have tentatively scheduled this meeting for:

Date: [Date]

Time: [Time]

Location/Platform: [Location or Meeting Link]

Please confirm if this time works for you or suggest an alternative before your final day. Additionally, [HR Name/Department] will reach out regarding the details of your final compensation, benefits transition, and the return of company property.

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

Sincerely,

[Signature]

[Name of Superior/Board Chair]

[Title]

[Company Name]