

Dear [Employee Name],

This letter is 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 the team during your time with [Company Name]. We wish you the very best in your future endeavors.

As part of our offboarding process for remote employees, we would like to schedule a virtual exit interview to gather your feedback and insights. This meeting will be conducted via [Zoom/Microsoft Teams/Google Meet].

**Virtual Exit Interview Details:**

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Meeting Link:** [Insert Link Here]

Regarding company property, please follow the instructions below for the return of your [Laptop/Hardware/Accessories]:

- [Insert Shipping/Courier Instructions Here]

Our HR department will contact you separately regarding your final paycheck, benefits, and any outstanding administrative tasks.

Thank you for your cooperation during this transition.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]