

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your part-time position as [Job Title], effective [Employee's Last Working Day].

We would like to thank you for your contributions to [Company Name] during your time with us. We wish you the best in your future endeavors.

As part of our offboarding process, we would like to invite you to an exit interview to gather your feedback on your experience working with us. This meeting has been scheduled for:

**Date:** [Date of Interview]

**Time:** [Time of Interview]

**Location/Link:** [Office Room Number or Video Call Link]

If this time does not work for you, please contact [Manager or HR Name] to reschedule. Please also ensure that all company property is returned by your final day.

Sincerely,

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