

[Date]

[Employee Name]  
[Employee Address]

Dear [Employee Name],

This letter is to formally acknowledge and accept your voluntary resignation from your position as [Job Title], effective [Last Working Date].

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 invite you to an exit interview. This meeting provides an opportunity for you to share your feedback and experiences with us. Your insights are valuable and help us improve our workplace culture.

Your exit interview has been scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Location or Video Link]
- **Conducted by:** [Name/Department]

If this time does not work for you, please contact [HR Contact Name] at [Email/Phone] to reschedule. Prior to your last day, please ensure that all company property is returned and that you have completed any necessary handover documentation with your manager.

Sincerely,

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