

[Current Date]

[Employee Name]
[Employee Job Title]
[Department]

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 have noted your extended notice period and appreciate the additional time provided to ensure a smooth transition of your responsibilities.

We want 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 departure process, we would like to schedule an exit interview to gather your feedback on your experience with the company. Your insights are valuable to us for continuous improvement.

We have tentatively scheduled your exit interview for:

Date: [Date]

Time: [Time]

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

Conducted by: [Interviewer Name/HR Representative]

Please confirm if this time works for you. If you need to reschedule, please contact [Department/Contact Person] by [Date].

In the coming weeks, HR will provide you with further information regarding final compensation, benefits status, and the return of company property. Should you have any questions regarding your transition in the meantime, please do not hesitate to reach out.

Sincerely,

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