

[Date]

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

Dear [Employee Name],

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

We would like to thank you for your contributions during your contract period. As part of our offboarding process, we would like to schedule an exit interview to gather your feedback regarding your experience with the company.

**Exit Interview Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Meeting Room or Video Link]
- **Interviewer:** [Name/Department]

Please confirm your availability for this meeting. Additionally, please ensure that all company property, including [List Items: Laptop, ID Badge, Keys], is returned to [Department/Person] by your final date.

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

Sincerely,

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