

[Current 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 [Employee's Last Working Day].

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

To ensure a smooth transition, please return all company property on or before your final day. This includes, but is not limited to:

- Laptop and peripherals (mouse, keyboard, chargers)
- Company mobile phone
- Office keys and security access badges
- Company credit cards
- Company manuals or confidential documents

Please deliver these items to [Name/Department] by [Time] on [Date].

Regarding your final compensation and benefits, [HR Contact Name] will provide you with a separate package detailing your final paycheck, accrued leave balance, and insurance COBRA information.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]