

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Acceptance of Resignation and Asset Return Instructions

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Date of Resignation Submission]. Your final day of employment with [Company Name] will be [Last Working Day].

We would like to thank you for your contributions during your tenure and wish you the best in your future endeavors.

To ensure a smooth transition, please follow the guidelines below regarding the return of company property and final administrative steps:

1. Asset Return Checklist

Please return the following items to the Human Resources department or your direct manager by the end of your final working day:

- Laptop, charger, and peripherals (mouse, keyboard, monitors)
- Company mobile phone and SIM card
- Employee ID Badge and building access keys/fobs
- Corporate credit cards
- Company-owned tools or equipment
- Hard copies of confidential files and company documents

2. IT and Data Access

- Ensure all professional files are saved on the shared company drive.
- Remove all personal passwords from company devices.
- Access to company email and internal systems will be deactivated at [Time] on [Last Working Day].

3. Final Compensation

Your final paycheck, including any accrued but unused vacation time (if applicable), will be processed on [Date] via [Direct Deposit/Check].

4. Exit Interview

We invite you to participate in an exit interview on [Date/Time]. This is a valuable opportunity for us to receive your feedback.

If you have any questions regarding your benefits or the offboarding process, please contact the HR department at [Phone Number] or [Email Address].

Sincerely,

[HR Representative Name]

[Title]

[Company Name]