

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Acceptance of Resignation

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] during your tenure. We wish you the best in your future professional endeavors.

Company Equipment Return Policy:

As part of your offboarding process, you are required to return all company-owned property no later than [Time/Date]. This includes, but is not limited to:

- Laptop and peripheral accessories (mouse, keyboard, chargers)
- Company mobile phone and SIM card
- Security badges, building keys, and parking passes
- Corporate credit cards
- Proprietary documents and files (hard copy and digital)

Please return these items to [Department/Person Name] at [Physical Location/Office Address]. Upon receipt, an inventory check will be conducted, and an equipment return receipt will be provided to you.

Regarding your final compensation, your last paycheck, including any accrued vacation pay (if applicable), will be issued on [Date] via [Payment Method].

If you have any questions regarding your benefits or the exit process, please contact the HR Department at [HR Phone Number/Email].

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

[Company Name]