

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation and Property Return Instructions

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 during your time with [Company Name] and wish you the very best in your future endeavors.

To complete your offboarding process, please ensure that all company property is returned to the [Department Name, e.g., HR Department] by [Time] on [Date]. This includes, but is not limited to, the following items:

- Company Laptop and Charger
- Office Keys and Security Access Badges
- Company Cell Phone
- Corporate Credit Cards
- Company Documentation and Files (Physical and Electronic)
- [Additional Item]

Please contact [Name/Department] at [Phone Number/Email] to schedule a brief exit interview and to finalize any outstanding payroll or benefits documentation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]