

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from the position of [Job Title] at [Company Name], effective [Last Working Date].

We appreciate your contributions during your tenure with us and wish you success in your future endeavors.

To complete your off-boarding process, please ensure that all company assets are returned to [Department/Person Name] by [Date/Time]. These items include, but are not limited to:

- Company laptop and peripherals (charger, mouse, keyboard)
- Corporate mobile phone
- Building access badges and keys
- Corporate credit cards
- Company manuals and proprietary documents

Please contact [HR Contact Name] at [Phone Number/Email] to schedule a brief exit interview and to finalize any outstanding administrative details.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]