

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Subject: Acceptance of Resignation and Exit Clearance Instructions

Dear [Employee Name],

We formally acknowledge and accept your resignation from the position of [Job Title], effective [Date of Submission]. Your last day of employment with [Company Name] will be [Last Working Date].

To ensure a smooth transition and the processing of your final settlement, please complete the following property return and clearance requirements by your final working day:

1. Return of Company Property:

Please return the following items to the IT or HR department:

- Laptop, charger, and peripherals (mouse, keyboard, etc.)
- Company mobile phone and SIM card
- Employee Identity Card and Access Badge
- Keys to office, desk, or cabinets
- Corporate Credit Card (if applicable)
- Any other company-owned tools or equipment

2. Knowledge Transfer:

Please ensure that all pending tasks are updated and handover documents are shared with your immediate supervisor, [Manager Name].

3. Final Settlement:

Your final paycheck, including any accrued leave encashment (if applicable) and minus any outstanding dues, will be processed within [Number] days of your last working date, provided that the full clearance process is completed.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[HR Representative Name]

[Title]

[Company Name]