

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation and Asset Return Protocol

Dear [Employee Name],

This letter serves as formal confirmation that [Company Name] has received and accepted your resignation from the position of [Job Title], effective [Employee's Last Working Day].

We acknowledge that this separation is mutual. To ensure a professional transition, please adhere to the following Asset Return Protocol. All company-owned property must be returned in good working condition by [Time] on [Date].

Required Items for Return:

- Laptop, charger, and peripheral devices (mouse, keyboard, monitors)
- Company mobile phone and SIM card
- Office keys, building access badges, and parking permits
- Company credit cards and fuel cards
- Proprietary documents, manuals, and client files (physical and digital)

Return Procedure:

Please deliver the aforementioned items to [Department/Name of Supervisor] at [Location/Office Address]. Upon receipt, a designated representative will inspect the equipment and provide you with a signed "Asset Return Receipt" for your records.

Final Compensation:

Your final paycheck, including any accrued but unused vacation time (subject to company policy), will be processed on [Date] via [Direct Deposit/Check]. Please ensure your contact information remains updated in the HR portal for the delivery of tax documents.

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]