

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Resignation and Property Handover Requirements

Dear [Employee Name],

This letter is to formally acknowledge and accept your voluntary resignation from your position as [Job Title], effective [Date of Submission].

As per your notice, your final day of employment with [Company Name] will be [Last Working Date].

To ensure a smooth transition and the completion of your exit process, you are required to return all company property on or before your last working day. This includes, but is not limited to:

- Company Laptop and accessories (chargers, mouse, etc.)
- Office ID Badge and Access Keys/Cards
- Company Mobile Phone and SIM card
- Corporate Credit Cards
- Company documents, files, and physical folders
- Any other equipment or assets issued during your tenure

All items should be handed over to [Name of Department/Contact Person] for inspection and clearance. Once all property has been returned and verified, we will proceed with the processing of your final settlement and experience certificate.

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

Sincerely,

[Manager Name/HR Representative]

[Job Title]

[Company Name]