

[Company Name]
[Company Address]
[City, State, Zip Code]

[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], effective [Last Working Date].

We would like to thank you for your contributions to [Company Name] during your tenure. We wish you the very best in your future professional endeavors.

Equipment Return Mandate:

In accordance with company policy and your employment agreement, you are required to return all company-owned property no later than [Date/Time]. This includes, but is not limited to, the following items:

- Laptop and charger
- Company mobile phone
- Security badges and building keys
- Corporate credit cards
- Proprietary hardware or external drives

Please coordinate the drop-off of these items with [Department/Contact Person] at [Location]. Failure to return company equipment in good working condition may result in delayed final processing or legal action as permitted by local labor laws.

Information regarding your final compensation, benefits status, and COBRA (if applicable) will be sent to you under separate cover.

Sincerely,

[Manager/HR Signature]
[Printed Name]
[Title]