

[Date]

[Recipient Name]

[Recipient Title]

[Home Address]

Dear [Recipient Name],

This letter serves as formal acceptance of your resignation from your position as [Job Title] at [Company Name], effective [Last Working Day Date]. We appreciate your contributions to the organization and wish you success in your future endeavors.

As part of your offboarding process, we request the return of all company-owned assets by [Time] on [Date]. Please ensure the following items are returned to [Department/Name]:

- Company laptop, tablet, and mobile devices (including chargers)
- Building access cards, office keys, and parking permits
- Corporate credit cards
- Proprietary hardware (monitors, docking stations, etc.)
- All company documents, files, and intellectual property in physical or digital form

Regarding your final compensation, you will receive your final paycheck on [Date], which will include [details regarding accrued PTO, bonuses, or final salary]. Information regarding your benefits transition and COBRA eligibility will be sent under separate cover.

Please remember that your signed Confidentiality and Non-Disclosure Agreements remain in effect following your departure. If you have any questions regarding the transition, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]