

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter is to formally confirm the acceptance of your resignation from your position as [Job Title], effective [Employee's Last Day of Work].

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

Regarding your transition, please note the following instructions for the return of company property. All company-issued devices must be returned by [Date/Time] to [Location/Department].

Items to be returned include:

- Laptop and charger
- Company mobile phone
- Access badge/keys
- [Additional Item]
- [Additional Item]

If you are returning these items via mail, please use the prepaid shipping label provided and ensure they are securely packaged. Once all equipment is received and inspected, your final settlement will be processed in accordance with company policy and local labor laws.

If you have any questions regarding your benefits or the offboarding process, please contact the HR department at [HR Phone Number/Email].

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

[Company Name]