

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We would like to remind you that all company property must be returned to the HR department no later than your final day of employment. Please ensure the following items are handed in:

- Laptop and peripherals (charger, mouse, keyboard)
- Company mobile phone
- Office keys and security access badges
- Company credit cards
- Company manuals and proprietary documents
- [Additional Item]

Your final paycheck, including any accrued vacation pay (if applicable), will be issued on [Date] via [Payment Method].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]