

Subject: Acceptance of Resignation and Project Handover Plan

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Date]. We understand that you are concluding your fixed-term contract early, as per your notice submitted on [Date of Resignation Letter].

To ensure a smooth transition before your departure, we require a formal handover of your current responsibilities and projects. Please complete the following tasks by [Deadline Date]:

- Provide a status report for all active projects.
- List all outstanding tasks and upcoming deadlines.
- Organize and share all relevant digital files, passwords, and documentation.
- Schedule briefing meetings with [Successor/Manager Name] to discuss ongoing workflows.

On your final day, please return all company property, including your laptop, security badge, and any other equipment provided during your contract.

We appreciate the contributions you have made during your time with [Company Name] and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]