[Date]

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

Subject: Acceptance of Resignation and Notice of NDA Obligations

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title] at [Company Name]. Your final day of employment will be [Last Working Date].

We would like to take this opportunity to remind you of your continuing legal obligations regarding the Non-Disclosure Agreement (NDA) you signed on [Date NDA was signed]. As a reminder, your departure from the company does not terminate your duty to maintain the confidentiality of [Company Name]'s proprietary information.

Specifically, you are required to:

- Maintain the strict confidentiality of all trade secrets, client lists, financial data, and internal processes.
- Refrain from using or disclosing any non-public information acquired during your tenure for any purpose.
- Return all company property, including hardware, software, documents, and digital files containing sensitive information, by your final date.

Please note that these obligations remain in effect for the duration specified in your agreement. We take the protection of our intellectual property seriously and expect full compliance with these terms.

We thank you for your contributions to the company and wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledged by:

_____
[Employee Signature]

_____

[Date]