[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] at [Company Name], effective [Last Working Day Date].

We would like to take this opportunity to thank you for your contributions during your tenure and wish you success in your future endeavors.

As you prepare for your departure, we wish to remind you of your ongoing legal obligations regarding the Non-Disclosure Agreement (NDA) and Confidentiality clauses signed on [Date Agreement was Signed].

Specifically, you are reminded that:

- You must maintain the confidentiality of all proprietary information, trade secrets, and client data belonging to [Company Name].
- You are prohibited from disclosing, using, or publishing any non-public information acquired during your employment.
- All company property, including hardware, software, and physical or digital documents, must be returned by your final date.

These obligations remain in effect following the termination of your employment. Please contact the Human Resources department if you require a copy of the signed agreement for your records.

Please let us know how we can assist with the transition during your final days.

Sincerely,

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