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

[Date]

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

Subject: Acceptance of Resignation and Notice of Ongoing Confidentiality Obligations

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has officially accepted your resignation from the position of [Job Title], effective [Last Working Date].

We would like to thank you for your contributions during your tenure with the company and wish you success in your future endeavors.

As you prepare for your departure, we wish to remind you of your ongoing legal and contractual obligations regarding confidentiality and proprietary information. Per the [Employment Agreement/Non-Disclosure Agreement] signed on [Date of Signing], your obligation to protect the company's trade secrets, client data, intellectual property, and internal business strategies remains in effect following the termination of your employment.

Specifically, you are required to:

- Refrain from disclosing any non-public information to third parties.
- Return all company property, including hardware, software, documents, and access badges, by [Date].
- Delete any company-related data stored on personal devices or cloud accounts.

If you have any questions regarding these obligations or the offboarding process, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Signature]

[Manager/HR Representative Name]
[Title]
[Company Name]