[Date]

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

Subject: Acknowledgement of Resignation and Notice of Continuing Obligations

Dear [Employee Name],

This letter serves to formally acknowledge receipt of your resignation from your position as [Job Title] at [Company Name], effective [Last Working Date].

We would like to take this opportunity to remind you of your ongoing legal obligations regarding the Non-Disclosure Agreement (NDA) and Confidentiality clauses signed on [Date of Agreement]. Your departure from the company does not terminate these obligations.

Specifically, you are required to:

- Maintain the absolute confidentiality of all proprietary information, trade secrets, and client data acquired during your tenure.
- Refrain from disclosing, using, or publishing any internal company processes, financial data, or strategic plans.
- Return all company property, including hardware, software, and physical or digital documents containing sensitive information, by [Handover Date].

Any breach of these confidentiality terms may result in legal action to protect the interests of [Company Name]. We have attached a copy of your signed agreement for your records.

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

Sincerely,

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