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

[Date]

[Employee Name]
[Employee Address]

Subject: Acceptance of Resignation

Dear [Employee Name],

This letter serves as formal notification that we have received and accepted your resignation from the position of [Job Title], effective [Employee's Last Working Day].

We would like to take this opportunity to remind you of your ongoing legal and contractual obligations regarding Post-Employment Non-Disclosure and Confidentiality, as outlined in your employment agreement signed on [Date of Agreement].

Specifically, you are required to:

- Maintain the confidentiality of all proprietary information, trade secrets, and internal business processes.
- Refrain from disclosing client lists, financial data, or technical documentation to any third party.
- Return all company property, including hardware, software, and physical documents, by your final date of employment.

These non-disclosure obligations remain in effect following the termination of your employment. Any breach of these terms may result in legal action by the company.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

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