[Date]

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

Subject: Acceptance of Resignation and Reaffirmation of Post-Employment Obligations

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 Date].

We would like to take this opportunity to remind you of your ongoing legal obligations regarding the Non-Disclosure Agreement (NDA) and Confidentiality Agreement you signed on [Date of Agreement Signing].

As a reminder, your obligation to maintain the confidentiality of [Company Name]'s proprietary information remains in effect after your departure. This includes, but is not limited to:

- Trade secrets and intellectual property.
- Client lists and customer data.
- Financial records and pricing strategies.
- Internal processes and marketing plans.

Please ensure that all company property, including laptops, keys, ID badges, and any physical or digital files containing confidential information, are returned to the HR department by your final date of employment.

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

Sincerely,

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

Employee Acknowledgment:

I acknowledge that I have received this letter and reaffirm my commitment to the confidentiality obligations previously agreed upon.

Signature: _____ Date: _____