[Date]

[Executive Name]
[Home Address]
[City, State, Zip Code]

Dear [Executive Name],

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

We appreciate your contributions during your tenure. As you transition out of your role, we must remind you of your ongoing legal obligations regarding the Non-Disclosure Agreement (NDA) and Confidentiality Agreement signed on [Date of Agreement].

Specifically, you are reminded that:

- You must maintain the strict confidentiality of all proprietary information, trade secrets, and internal business strategies.
- The disclosure of sensitive data to any third party or future employer is strictly prohibited.
- All company property, including hardware, software, and physical or digital documents containing confidential information, must be returned by [Return Date].

The company reserves all rights to take legal action should any breach of these agreements occur. We expect full compliance with these post-employment restrictive covenants.

Please contact the Human Resources department to schedule your final exit interview and to coordinate the return of company assets.

We wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Superior/HR Director]
[Title]
[Company Name]