[Date]

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

Dear [Employee Name],

This letter serves as formal acknowledgment and acceptance 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 obligations regarding the Non-Disclosure Agreement (NDA) and confidentiality clauses signed on [Date of Agreement Signing].

As per your agreement, your commitments include, but are not limited to:

- Maintaining the strict confidentiality of all proprietary information, trade secrets, and client data.
- Refraining from disclosing internal business processes, financial data, or intellectual property belonging to [Company Name].
- Returning all company property, including hardware, software, documents, and access badges, by your final date of employment.

Please note that these confidentiality obligations remain in effect after your departure from the company. A copy of your signed agreement is enclosed for your records.

On your final day, we will conduct an exit interview to finalize all administrative procedures. If you have any questions regarding your benefits or the transition process, please contact the HR department.

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

Sincerely,

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