Subject: Acknowledgment of Resignation and Notice of Continuing Obligations

Dear [Employee Name],

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

As you transition from the company, we wish to formally remind you of your ongoing legal obligations regarding the Non-Disclosure Agreement (NDA) you signed on [Date NDA was Signed].

Please be advised that your departure does not terminate your duty to maintain the confidentiality of [Company Name]'s proprietary information. This includes, but is not limited to:

- Trade secrets and specialized processes
- Client lists and contact information
- Financial data and pricing structures
- Marketing strategies and future product roadmaps
- Internal passwords, software code, and technical documentation

Per the terms of your agreement, these restrictions remain in perpetual effect. You are strictly prohibited from disclosing, using, or sharing any confidential information with future employers, competitors, or third parties.

Prior to your final day, please ensure that all company property-including physical documents, electronic files, hardware, and access keys-is returned to [Department/Contact Person].

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

Sincerely,

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