[Date]

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

Dear [Employee Name],

This letter formally confirms the acceptance of your resignation from your position as [Job Title] at [Company Name]. Your final day of employment will be [Last Working Date].

As you transition from the company, we wish to remind you of your ongoing legal and contractual obligations regarding confidentiality and proprietary information. Per the terms of your employment agreement:

- **Confidential Information:** You must continue to protect all non-public information, trade secrets, client lists, and business strategies acquired during your tenure.
- **Return of Property:** Please ensure all company property, including laptops, keys, ID badges, and digital files, are returned by [Time] on your final day.
- **Non-Disclosure:** You are prohibited from disclosing any sensitive company data to third parties or future employers.

Your final paycheck, including [accrued vacation/standing bonuses], will be issued on [Date] via [Direct Deposit/Mail]. Information regarding your benefits and COBRA eligibility will be sent under separate cover.

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

Sincerely,

[Signature]
[HR Manager Name]
Human Resources Department
[Company Name]