[Date]

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

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from the position of [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) you signed on [Date of Signing]. As per the terms of that agreement, your duty to maintain the confidentiality of [Company Name]'s proprietary information remains in effect after your departure.

Specifically, you are required to:

- Maintain the secrecy of all trade secrets, client lists, financial data, and technical processes.
- Refrain from disclosing any internal business strategies or intellectual property to future employers or third parties.
- Return all company property, including devices, documents, and digital files containing sensitive information, by [Handover Date].

Please note that any breach of these confidentiality terms may result in legal action as outlined in your original contract.

We thank you for your contributions to the team and wish you success in your future endeavors.

Sincerely,

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