[Company Letterhead]

[Date]

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

Subject: Acknowledgement of Resignation and Confidentiality Obligations

Dear [Employee Name],

This letter is to formally acknowledge the receipt of your resignation from your position as [Job Title], effective [Last Working Date]. We accept your resignation and wish you success in your future endeavors.

As part of your offboarding process, we would like to remind you of your ongoing legal obligations regarding the Non-Disclosure Agreement (NDA) you signed on [Date of Signing].

Please note that your obligation to maintain the confidentiality of [Company Name]'s proprietary information, trade secrets, and client data remains in effect following your departure. Specifically, you are prohibited from:

- Disclosing any confidential information to third parties or future employers.
- Using company data for personal gain or competitive advantage.
- Retaining any physical or electronic copies of company documents or property.

On or before your final day, please ensure all company equipment, access badges, and materials are returned to the Human Resources department.

If you have any questions regarding your final pay, benefits, or the terms of your NDA, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of HR Manager]
[Title]
[Company Name]