[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Date of Resignation Notice]. Your final day of employment with [Company Name] will be [Last Working Day].

We want to thank you for your contributions during your time with us. To ensure a smooth handover of your responsibilities, we have outlined the following transition plan:

- **Current Projects:** Please provide a status update on all active projects to [Manager Name] by [Date].
- **Handover Documentation:** Create a document outlining daily tasks, key contacts, and login information for relevant systems.
- **Knowledge Transfer:** Schedule meetings with [Team Member Name] to review ongoing workflows before your final day.
- **Company Property:** Please return your laptop, keys, and ID badge to HR on your last day.

Information regarding your final paycheck, accrued benefits, and exit interview will be sent to you by the HR department shortly.

We wish you the very best in your future endeavors.

Sincerely,

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