[Date]

[Employee Name]
[Employee Job Title]
[Company Name]

Subject: Acceptance of Resignation and Transition Plan Confirmation

Dear [Employee Name],

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

We appreciate the notice you have provided and would like to confirm the following transition strategy to ensure a smooth handover of your responsibilities:

- **Current Projects:** You are requested to provide a status report for all active projects by [Date].
- **Knowledge Transfer:** Please schedule briefing sessions with [Colleague Name/Manager Name] to review daily workflows and technical processes.
- **Documentation:** Ensure all relevant files, passwords, and client contact lists are updated and stored in the designated company folder.
- **Company Property:** Please arrange to return all company equipment (laptop, keys, ID badge) to [Department/Person] on your final day.

The HR department will contact you shortly regarding final pay, benefits, and the exit interview process.

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

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]