Date: [Insert Date]

To: [Employee Name]
Job Title: [Employee Job Title]

Subject: Acknowledgment of Resignation and Handover Instructions

Dear [Employee Name],

We formally acknowledge receipt of your resignation letter dated [Date of Resignation Letter]. We accept your resignation from your position as [Job Title].

As per your contract, your final day of employment will be [Last Working Date].

To ensure a smooth transition of your responsibilities, please complete the following handover tasks before your departure:

- **Handover Document:** Prepare a detailed document outlining your current projects, daily tasks, and pending deadlines.
- **Client/Vendor Contacts:** Provide a list of key contacts and introduce your successor or manager to them via email.
- **File Management:** Organize and upload all relevant digital files to the shared company folder and ensure all physical files are labeled.
- **Access and Assets:** Arrange a time to return company property, including your laptop, keys, ID badge, and any other company equipment.
- **Knowledge Transfer:** Schedule brief meetings with [Colleague/Manager Name] to walk through complex processes or ongoing issues.

Regarding your final compensation, the HR department will contact you shortly to discuss your final paycheck, accrued leave balance, and exit interview details.

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

Sincerely,

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