[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Acceptance of Resignation and Transition Plan

Dear [Employee Name],

This letter serves as official notification that we have received and accepted your formal resignation from your position as [Job Title], effective [Date of Resignation Notice].

Your final day of employment with [Company Name] will be [Last Working Date].

To ensure a smooth handover of your responsibilities, we have outlined the following transition schedule:

- **[Date Range 1]:** Completion of current projects and documentation of ongoing tasks.
- **[Date Range 2]:** Knowledge transfer sessions with [Colleague Name/Successor].
- **[Date Range 3]:** Finalizing administrative paperwork and return of company property (laptop, keys, ID badge).
- **[Final Date]:** Exit interview scheduled for [Time] with [HR Representative Name].

Information regarding your final paycheck, accrued leave balance, and benefits status will be provided to you by the Human Resources department shortly.

We appreciate your contributions to [Company Name] during your tenure and wish you the very best in your future endeavors.

Sincerely,

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