[Current Date]

[Employee Name]
[Employee Job Title]
[Department]

Dear [Employee Name],

This letter serves as formal notification that we have received and accepted your resignation from the position of [Job Title], effective [Employee's Last Working Day].

We would like to thank you for your contributions to [Company Name] during your tenure. We appreciate your professionalism and the work you have completed for the [Department] team.

To ensure a smooth transition, we have outlined the following transition plan requirements to be completed prior to your departure:

- **Handover Documentation:** Please prepare a detailed status report for all ongoing projects and recurring tasks.
- **Knowledge Transfer:** Schedule meetings with [Successor Name or Manager] to review file locations, passwords, and key stakeholder contacts.
- **Company Property:** Please arrange to return all company equipment, including your laptop, building keys, and ID badge, to [HR/Department Manager] by [Time] on your final day.
- **Exit Interview:** Human Resources will contact you shortly to schedule a formal exit interview.

Regarding your final compensation, you will receive payment for [all hours worked/accrued leave] in your final paycheck, which will be issued on [Date]. Information regarding your benefits status will be sent to your personal email address.

We wish you the very best in your future professional endeavors.

Sincerely,

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