Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Resignation Confirmation and Transition Plan Agreement

Dear [Employee Name],

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

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

To ensure a smooth handover of your responsibilities, we have agreed upon the following transition plan:

- **Handover Documentation:** You will complete a comprehensive status report for all ongoing projects by [Date].
- **Knowledge Transfer:** You will conduct training sessions with [Successor/Team Member Name] regarding [Specific Tasks/Tools] between [Start Date] and [End Date].
- **Client/Stakeholder Notification:** You will introduce [Name] as the new point of contact to your key clients by [Date].
- **Company Property:** All company equipment (laptop, keys, badges, etc.) must be returned to [Department/Person] by 5:00 PM on [Last Day].
- **Final Administrative Tasks:** You will complete your final timesheet and exit interview by [Date].

We appreciate your cooperation in fulfilling these requirements during your notice period. We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Please sign below to acknowledge your agreement to the terms of this transition plan.

Sincerely,

[Signature of Manager/HR Representative]

[Printed Name]

[Title]

Employee Acknowledgment:

I, [Employee Name], agree to the transition plan outlined above and confirm my final day of employment will be [Last Working Day Date].

Signature: _____

Date: _____