[Current Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Acceptance of Resignation and Transition Plan

Dear [Employee Name],

This letter serves as formal notification that [Company Name] officially accepts your resignation from the position of [Job Title], effective [Date of Resignation Letter]. Your final day of employment will be [Last Working Date].

We appreciate your contributions to the team and wish to ensure a smooth transition of your responsibilities. Please adhere to the following transition requirements during your notice period:

- **Handover Documentation:** Please complete a comprehensive status report for all ongoing projects and tasks.
- **Knowledge Transfer:** Schedule meetings with [Manager Name/Successor Name] to review file locations, passwords, and key stakeholder contacts.
- **Company Property:** Please arrange to return all company assets, including laptop, security badges, and keys, to HR on your final day.

Human Resources will schedule an exit interview with you shortly to discuss final compensation, benefits termination, and any outstanding administrative items.

We thank you for your service and wish you the best in your future professional endeavors.

Sincerely,

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