[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Acceptance of Resignation and Transition Plan Confirmation

Dear [Employee Name],

This letter formally acknowledges and accepts your resignation from your position as [Job Title], effective [Date of Resignation Letter]. Your final day of employment with [Company Name] will be [Last Working Date].

We appreciate your cooperation in ensuring a smooth handover. Based on our recent discussion, we have confirmed the following transition plan:

- **Project Handover:** [List specific projects] to be transitioned to [Colleague Name] by [Date].
- **Client/Vendor Accounts:** Briefing and introduction of [Colleague Name] to key contacts by [Date].
- **Documentation:** Completion and filing of all outstanding reports and procedure manuals by [Date].
- **Equipment Return:** All company property (laptop, keys, badges, etc.) must be returned to [Department/Person] on or before [Last Working Date].

A separate meeting will be scheduled with the Human Resources department to discuss your final compensation, benefits status, and the exit interview process.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]