[Current Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally confirm the acceptance of your resignation from your position as [Job Title], effective [Last Working Day Date].

We appreciate the contributions you have made during your time with [Company Name]. To ensure a smooth transition, please adhere to the following transition protocols:

- **Handover Documentation:** Please complete a detailed status report of all current projects and pending tasks by [Date].
- **Knowledge Transfer:** Schedule meetings with [Manager Name/Successor Name] to review essential processes and access credentials.
- **Company Property:** Please return all company equipment (laptop, keys, ID badge, corporate cards) to the HR department on or before your final day.
- **Exit Interview:** An exit interview has been scheduled for you on [Date/Time] with [HR Representative Name].
- **Final Compensation:** Your final paycheck, including any accrued vacation pay, will be issued on [Date] via [Payment Method].

Please contact the HR department if you have any questions regarding your benefits or the offboarding process.

We wish you the very best in your future endeavors.

Sincerely,

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