[Company Letterhead]

[Date]

[Executive's Full Name]
[Job Title]
[Company Name]

Dear [Executive's Name],

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

On behalf of the Board of Directors and the entire leadership team, I would like to thank you for your dedicated service and the significant contributions you have made to [Company Name] during your tenure. We appreciate your commitment to ensuring a professional transition.

To manage the leadership transition effectively, we have outlined the following immediate steps:

- **Handover Documentation:** Please finalize a comprehensive status report for all current projects, strategic initiatives, and pending decisions by [Date].
- **Knowledge Transfer:** We request that you lead transition briefings with [Successor Name or Interim Contact] over the next [Number] weeks to transfer key stakeholder relationships and operational insights.
- **External Communication:** A formal announcement regarding your departure and the succession plan will be shared with the organization and external partners on [Date].
- **Administrative Requirements:** Human Resources will contact you regarding the completion of exit formalities, including the return of company property and a review of post-employment obligations.

We wish you the very best in your future endeavors and look forward to a productive final period of collaboration.

Sincerely,

[Signature]

[Name of Supervisor/Board Chair]
[Title]
[Company Name]