[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Resignation Acceptance and Transition Roadmap Confirmation

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from the position of [Job Title], effective [Date of Resignation Submission]. Your final day of employment with [Company Name] will be [Last Working Day].

We appreciate the contributions you have made during your tenure and wish you success in your future endeavors. To ensure a smooth handover, we have outlined the following transition roadmap:

- **Project Handover:** Please provide a status report for [Project A] and [Project B] by [Date].
- **Documentation:** Ensure all relevant files, passwords, and process documents are uploaded to [Shared Drive/Folder] by [Date].
- **Knowledge Transfer:** Schedule training sessions with [Successor/Team Member Name] during the week of [Date].
- **Company Property:** Please return your laptop, keycard, and [Other Equipment] to HR on your final day.
- **Exit Interview:** Your exit interview is scheduled for [Date/Time] with [HR Representative Name].

Regarding your final compensation, you will receive payment for [Accrued PTO/Outstanding Expenses] in your final paycheck, which will be issued on [Date].

If you have any questions regarding this roadmap or your benefits, please contact the HR department.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]
[Company Name]