

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [Date of Resignation Letter], in which you expressed your intent to resign from your position as [Job Title], effective [Proposed Last Working Day].

We formally accept your resignation, subject to the fulfillment of the following conditions:

- Successful completion and handover of [Project Name/Specific Tasks].
- Return of all company property, including [Laptop/Keys/Access Cards/Files], by [Date].
- Completion of a formal exit interview with the HR department.
- [Insert any other specific condition, e.g., Finalizing outstanding expense reports].

Please note that the final settlement of your dues and the issuance of your service certificate are contingent upon the satisfactory completion of the conditions listed above.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]