[Date]

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

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title] at [Company Name], effective [Last Working Day Date].

We would like to thank you for your contributions to the company during your tenure. We appreciate the work you have done and wish you the very best in your future endeavors.

Regarding your transition, please note the following:

- **Final Paycheck:** You will receive your final paycheck on [Date], which will include payment for [list items like unused PTO, commissions, etc.].
- **Company Property:** Please return all company property, including keys, ID badges, and laptop, to the HR department by [Date/Time].
- **Benefits:** You will receive a separate package via mail regarding the status of your benefits and COBRA eligibility.
- **Exit Interview:** We would value your feedback. An exit interview has been scheduled for [Date/Time] with [Name/Department].

If you have any questions regarding your transition or benefits, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

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