[Date]

[Employee Name]
[Employee ID]
[Home Address]

Subject: Acceptance of Resignation and Offboarding Instructions

Dear [Employee Name],

This letter is to formally confirm the acceptance of your resignation from the position of [Job Title], effective [Date of Resignation Letter].

Your final day of employment with [Company Name] will be [Last Working Date].

To ensure a smooth transition, please take note of the following offboarding requirements:

- **Handover:** Please complete the handover of your current projects and responsibilities to [Manager Name] by [Date].
- **Company Property:** Please return all company assets, including your laptop, key cards, and [Other Items], on or before your last day.
- **Final Pay:** Your final paycheck, including any accrued vacation pay and reimbursements, will be processed on [Date] and sent via [Method].
- **Exit Interview:** We would appreciate your feedback. An exit interview has been scheduled for [Date/Time] with [HR Representative].
- **Benefits:** You will receive a separate package via email regarding the status of your benefits and COBRA eligibility (if applicable).

We thank you for your contributions to the team and wish you the very best in your future endeavors.

Sincerely,

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