

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Company Name]

Dear [Employee's Name],

I am writing to formally acknowledge your resignation from [Company Name], effective [Last Working Day]. We appreciate the contributions you have made during your time with us and want to express our gratitude for your hard work and dedication.

As you prepare to leave, please ensure that all company property is returned and that any unfinished tasks are delegated or completed. We will schedule an exit interview to discuss your experience at [Company Name] and any feedback you may have.

We wish you all the best in your future endeavors and hope you achieve great success in your next role.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]