

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Staff Exit Notice

We acknowledge the receipt of your resignation letter dated [date of resignation letter] and would like to confirm the details regarding your exit from [Company Name].

Your last working day will be [Last Working Day], in accordance with the notice period mentioned in your contract.

We would like to express our gratitude for your contributions during your time with us. Please ensure that all company property is returned by your last day, and complete any necessary offboarding processes with the HR department.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]