

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Acceptance of Resignation – Return of Property

Dear :

I have received your letter of resignation. After having you as an employee of {Name of Company} for years we are sad to see you depart. During your years here, you have proven yourself a valuable asset to the company.

{Name of Company} accepts your resignation. We have forward your resignation to Human Resources and the exiting process has been initiated. Please return all property of {Name of Company} at the end of your two weeks. I wish you the best of luck in all your future endeavors. If you have any questions, please do not hesitate to contact me.

Sincerely yours,

N A M E