

Exit Process Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/HR Department]

Subject: Exit Process Notification

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Insert Date of Resignation Letter]. Your last working day will be [Insert Last Working Day]. We appreciate your contributions during your time with [Company Name].

Please follow the exit process outlined below:

1. Complete the exit interview scheduled for [Insert Date and Time].
2. Return all company property, including [list of items, e.g., laptop, ID badge].
3. Settle any outstanding dues or claims.
4. Provide any necessary documentation required for final settlement.

If you have any questions regarding the exit process, please feel free to reach out to the HR department.

Thank you for your hard work and dedication. We wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]