

Resignation acknowledgement: letter

[Date]

From:

[name of former employee]

[address]

To:

[Name]

[Company]

[Full Address]

Reg: Acknowledgment of confidentiality/Knowledge transfer obligations

Sir,

I [name of former employee] had been working with the Company as [designation] for a period [/] [].

1. During my employment with the Company, I had

2.

3.

4.

-
.

Sincerely,

[Name]

/ [] / []

Address

Explanatory notes:

Resignation acknowledgement: letter

General notes:

1. The objective of the document is to get a signed declaration from an outgoing employee
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2. In the event that you do not wish to send a warning signal,

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3. Kindly ensure very carefully that you retain this document duly signed by the

.

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4. We have attempted to cover Knowledge transfer as an obligation
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End of notes