

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

I am writing to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

As you are currently within your probationary period, we have accepted your notice in accordance with the terms of your employment contract. We understand your decision to move on and appreciate the notice you have provided.

Please ensure that all company property, including [keys, ID badges, laptops, or documents], is returned to [Department/Name] by your final day of work.

Regarding your final compensation, you will receive payment for all hours worked up to your final date, including any accrued benefits, in the next pay cycle.

We wish you the very best in your future professional endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]