

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Acceptance of Resignation During Probationary Period

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective immediately as of [Today's Date].

As you are currently within your probationary period, we have accepted your request for an immediate departure. Your final compensation, including any unpaid wages earned up to this date, will be processed and issued on [Date] via [Payment Method].

Please ensure that all company property, including keys, security badges, and equipment, is returned to the [Department Name] by [Time] today.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]