

[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 [Last Working Date].

As you are currently within your probationary period, your notice period has been processed in accordance with your employment contract. We appreciate the contributions you made during your time with [Company Name].

As part of our offboarding process, we would like to invite you to an exit interview to gather your feedback regarding your experience with the company. This session is intended to help us improve our internal processes and work environment.

Your exit interview has been scheduled as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Meeting Room or Video Call Link]
- **Conducted by:** [Interviewer Name]

Please let us know if this time does not work for you so we can reschedule. Additionally, please ensure that all company property, including [List items: keys, laptop, ID badge], is returned to [Department/Person] by your final day.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]