[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

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 accept your notice in accordance with your employment contract. We understand your decision to move on and appreciate the notice you have provided.

Regarding your final arrangements:

- Your final paycheck, including any accrued pay and benefits, will be issued on [Date] via [Payment Method].
- Please return all company property, including [keys, ID badges, laptop, etc.], to [Department/Name] by your final day.
- You will receive a separate communication regarding the status of any benefits or pension contributions, if applicable.

Thank you for your contributions during your time with [Company Name]. We wish you the very best in your future endeavors.

Sincerely,

[Your Signature]

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