[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 the position of [Job Title], effective immediately, [Date].

As you are currently within your probationary period, we have accepted your request for an immediate departure. Your final paycheck, which includes payment for all hours worked up to this date and any accrued benefits as per company policy, will be issued on [Date/via Method].

Please ensure that all company property, including keys, ID badges, laptops, and any other equipment, is returned to the HR department by [Time/Date].

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

Sincerely,

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