[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name],

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

We note that you have requested a shortened notice period. Given that you are currently within your probationary period, we have decided to waive the standard notice requirements. Your final day of employment with [Company Name] will be [Date].

On or before your final day, please return all company property, including your [ID badge, keys, laptop, etc.]. Your final paycheck, including payment for any hours worked and accrued benefits, will be issued on [Date] via [payment method].

We thank you for your contribution during your time with us and wish you the best in your future endeavors.

Sincerely,

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