[Date]

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

Dear [Employee Name],

This letter confirms that we have received and accepted your resignation from the position of [Job Title], effective [Date of Resignation Submission].

As you are currently within your probationary period, we have decided to waive your contractual notice period. Therefore, your final day of employment with [Company Name] will be [Last Working Date].

Your final paycheck, including payment for hours worked up to your last day and any accrued but unused vacation time, will be [issued on your final day / mailed to your address on file / deposited on the next scheduled payday].

Please return all company property, including [keys, ID badges, laptops, etc.], to [Name/Department] by [Time] on your final day.

We wish you the best in your future endeavors.

Sincerely,

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