[Date]

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

Subject: Acceptance of Resignation by Mutual Agreement

Dear [Employee Name],

This letter serves as formal confirmation that [Company Name] accepts your resignation from the position of [Job Title], effective [Last Working Date].

As discussed and mutually agreed upon, your employment is being concluded during your probationary period. Both parties agree that this separation is amicable and by mutual consent.

Regarding your final arrangements:

- Your final paycheck, including payment for hours worked up to your last day and any accrued benefits (if applicable), will be issued on [Date].
- Please return all company property, including keys, ID badges, and electronic devices, to [Department/Person] by [Time] on your final day.
- Your healthcare coverage and other benefits will terminate on [Date]. You will receive separate information regarding COBRA or benefit extensions.

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

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]
[Company Name]