[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 [Last Working Date].

As you are currently within your probationary period, we respect your decision to voluntarily terminate your employment at this time. We appreciate the notice you have provided.

Regarding your final arrangements:

- Your final paycheck, including any applicable pay for hours worked up to your last day, will be issued on [Date] via [Payment Method].
- Please return all company property, including [Keys, ID Badge, Laptop, etc.], to [Department/Person] by the close of business on your final day.
- Information regarding the status of any benefits will be sent to you under separate cover.

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

Sincerely,

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