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

[Date]

[Employee Name]
[Job Title]
[Home Address]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from the position of [Job Title], effective [Last Working Date].

We understand that you have decided to step down during your probationary period. We appreciate the notice provided and thank you for your contributions to the executive team during your time with [Company Name].

Regarding your departure, please note the following:

- **Final Salary:** Your final paycheck, including any accrued pay up to your last day, will be issued on [Date] via [Payment Method].
- **Company Property:** Please return all company assets, including your laptop, security badge, keys, and any confidential documents, to [Department/Person] by the end of your last day.
- **Benefits:** Details regarding the status of your benefits and any relevant paperwork will be sent to you by the HR Department.

We wish you the very best in your future professional endeavors.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]