[Current Date]

[Employee's Full Name]
[Job Title]
[Department]

Dear [Employee First Name],

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

As you are currently within your probationary period, we have accepted your notice in accordance with the terms of your employment contract. We understand your decision to move on at this stage and wish you the best in your future professional endeavors.

Regarding your final arrangements:

- Your final salary payment, including any accrued holiday pay, will be processed on [Date].
- Please ensure that all company property, including [keys, laptop, ID badge, etc.], is returned to [Department/Person] by the end of your final shift.
- An exit interview has been scheduled for [Date/Time] with [Name/HR Representative] to gather your feedback.

Thank you for your contributions during your time with [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]