[Date]

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

Dear [Employee Name],

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

As you are currently within your probationary period, we accept your notice in accordance with your employment contract. We understand your decision to move on at this stage and appreciate the work you have contributed during your time with us.

Please ensure that all company property, including [keys, ID badges, equipment], is returned to [Department/Person] by your final day. Your final paycheck, including any pro-rated pay earned up to your last day of work, will be issued on [Date] via [Payment Method].

We wish you the best of luck in your future endeavors.

Sincerely,

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