[Date]

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

Dear [Employee Name],

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

As you are currently within your probationary period, we respect your decision to move in a different direction. We confirm that your final date of remote employment will be [Date].

Regarding the transition of your remote responsibilities:

- Please ensure all company files and digital assets are uploaded to [Shared Drive/System Name] by your final day.
- Arrange for the return of company-provided equipment (including [List Equipment, e.g., Laptop, Monitor]) via the prepaid shipping label that will be sent to your email.
- Access to company servers, email, and communication tools (Slack/Teams) will be deactivated at [Time] on [Last Date].

Your final paycheck, including any accrued wages and applicable benefits, will be processed and sent to you via [Direct Deposit/Mail] on [Date].

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

Sincerely,

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