[Date]

[Employee Name]
[Employee ID]
[Address]

Dear [Employee Name],

Subject: Acceptance of Resignation

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 have accepted your notice as per the terms of your employment contract. Your final shift will be the [Shift Name/Time] on [Date].

Regarding your final pay, any outstanding wages for shifts worked, along with accrued holiday pay, will be processed on [Final Pay Date]. Please ensure that you return any company property, including [Uniforms/Keys/ID Badges], to [Department/Person] by your final shift.

We thank you for your contributions during your time with us and wish you the best in your future endeavors.

Yours sincerely,

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