[Current Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Acceptance of Resignation During Probationary Period

Dear [Employee Name],

This letter is 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, your resignation has been processed in accordance with the terms of your employment contract. We appreciate the notice you have provided.

Please ensure that all company property, including [list items such as ID badges, keys, or equipment], is returned to the Human Resources department by your final day. Information regarding your final paycheck and any accrued benefits will be sent to you separately.

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

Sincerely,

[Manager Signature]
[Manager Name]
[Title]
[Company Name]