

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee 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 [Date of Resignation Letter].

As you are currently within your probationary period under your fixed-term contract, we have accepted your notice. In accordance with your contract terms, your final day of employment with [Company Name] will be [Last Working Date].

Regarding your final arrangements:

- Your final salary payment will include all hours worked up to your last day, plus any accrued but unused holiday entitlement.
- Please return all company property, including [Keys/Laptop/ID Badge/Documents], to [Name/Department] by the end of your final shift.
- You will receive a formal P45 and final payslip following your departure.

We would like to thank you for your contribution during your time with us and wish you the best in your future endeavors.

Yours sincerely,

[Signature]

[Manager Name]
[Job Title]