

Acknowledgement for Employee in Probation Period

Subject: Confirmation of Your Resignation During Probation

Dear [Employee's Name],

This email is to confirm receipt and acceptance of your resignation from the position of [Job Title], submitted on [Date]. Your resignation will be effective as of [Last Working Day], in accordance with your probationary terms.

Although your time with us was brief, we appreciate the effort and professionalism you demonstrated during your tenure. Please complete all required exit procedures before your final working day.

We wish you the very best as you continue your professional journey elsewhere.

Kind regards,

[Your Name]

[Your Position]

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