Resignation letter format during the probation period

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Manager's Name]
[Designation]
[Company Name]

Subject: Resignation during probation

Dear [Manager's Name],

I joined [Company Name] as [Your Designation] on [Date of Joining] and am currently in my probation period. After thinking it over carefully, I have decided to resign from my post.

I have read the terms for notice during probation in my appointment letter and ask that my last working day be [Proposed Last Day], or the date that the policy requires. Please let me know if HR needs anything further from me.

Until then I will complete my current tasks, return the laptop, access card and other company items, and hand over the work assigned to me so far.

Thank you for giving me the opportunity to join the team and for your help in my first few weeks.

Yours sincerely,

[Your Name]
[Employee ID]